

**REGULATIONS APPLICABLE TO USE OF EMERSON LIBRARY AND UNIVERSITY  
CENTER FACILITIES**

**Your initials below indicate acknowledgment of your providing and/or agreeing to the above information, and that you will abide by all University regulations. Your initials also indicate that the contact person/applicant assumes full responsibility for this reservation.**

\_\_\_\_\_ 1. **GENERAL:** Scheduling of University (departmental/athletic) events will take precedence over all other reservations. The Assistant Director or the Director of the University Center reserve the right to cancel this reservation if it conflicts in any way with the policies or regulations of the University regarding meetings on the campus or if it violates any federal, state, or local law. The right is reserved to change this reservation to other areas on campus with the understanding that, if possible, comparable facilities will be provided when a change is necessary. All local, state, and federal laws will be strictly observed (i.e. state fire and liquor ordinances).

\_\_\_\_\_ 2. **PAYMENTS:** Student Organizations and University Departments can reserve spaces for their own use, free of charge. Reservations occurring outside of normal University Center operating hours will be assessed a minimum \$10 per hour charge. This deposit can be paid through cash, check payable to Webster University, Credit Card or charged to their University account. University reserves the right to require advance payment of all or any portion of any relevant charges.

\_\_\_\_\_ 3. **CANCELLATIONS:** Cancellations for events during regular business hours must be made in writing at least 48 hours before the start of the event. Cancellations for events scheduled outside of regular University Center hours require a minimum 7 day written cancellation notice.

\_\_\_\_\_ 4. **CHARGES:** Organizations shall pay all usual and customary charges established by the University for use of the University Center and/or Library facilities and of equipment and services related thereto. ALL organizations will be assessed charges for extra services such as additional building hours, staffing, floor cover placement and removal, and will be assessed charges for additional maintenance expenses brought about by the use of the facilities. Due to the housekeeping schedule, a \$75.00 maintenance fee will automatically apply to events ending later than 10:00pm on Fridays or to events requiring excessive housekeeping needs as determined by the Director of Housekeeping.

\_\_\_\_\_ 5. **UNIVERSITY POLICIES:** All Webster University policies and regulations must be observed. Violation will subject the applicant to University judicial action, possible legal liability, and risk the immediate closing of the event.

\_\_\_\_\_ 6. **SAFETY:** In the interest of personal safety of guests of the University, students, faculty, and staff, all reservations are approved on the assumption that the facility will not be used in excess of the normal seating capacity and will be used as it is normally equipped. It is further agreed that the posted safety and fire prevention regulations will be followed.

\_\_\_\_\_ 7. **SMOKING:** In accordance with University policy, smoking is not permitted within the building or within 30 feet of any building entrances.

\_\_\_\_\_ 8. **ALTERATIONS TO FACILITIES:** The Assistant Director or the Director of the University Center must approve any changes in the facility. Such changes will include, but are not limited to, the removing, moving or addition of equipment and decorations. Alterations of existing facilities may result in service charges to the organization using the premises. Requests for such changes will be honored only with at least 7 days PRIOR notice to the Assistant Director or the Director of the University Center, and with the stipulation that the organization will assume the necessary cost. Any approved equipment being rented for an event must take delivery and pickup within the confirmed reservation time. The University, at the expense of the organization, will correct any unauthorized adjustments within the facility.

\_\_\_\_\_ 9. **DECORATIONS:** All combustible decorative material including curtains, scenery, and acoustical material, (with the exception of the floor covering) will be flame retardant. No decorations will be adhered to painted or wallpapered surfaces. Candles may only be used provided that they are floating in water; these must still be approved by Assistant Director or the Director of the University Center. Helium balloons must be attached to weights; there will be a \$5.00 per balloon charge for stranded balloons.

\_\_\_\_\_ 10. **DAMAGES:** The organization, it/s officers, and any individual applying to reserve space are responsible for the condition of the facilities and the use to which they are put during the time reserved. The organization and such persons shall be responsible for all damages or misappropriation by any guests, invitees or attendees. The organization shall reimburse the University for any such damage or loss. No organization other than the reserving organization may use the facilities reserved. Excess housekeeping requirements will be charged at \$75.00 per hour.

\_\_\_\_\_ 11. **EXITS:** All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside. Required exits serving the room shall be adequately lighted when the room is occupied.

12. **SIGNS, POSTERS AND FLYERS:** All printed material, whether directional or informational, must be approved and posted in approved locations. Organizations and individuals using or renting space in the University Center for non-University events may not use any Webster University symbols or printed marks, or in any way imply Webster University endorsement or co-sponsorship of their event. The words "WEBSTER UNIVERSITY" may only be used as part of the address or as a location designation.

13. **FOOD SERVICE:** The preparing of food in the University Center is prohibited. Events may utilize Webster University Dining Services (Sodexo — 314-968-6902), or another licensed caterer. Self-catering is also permitted; however, service of alcoholic beverages is only permitted with a licensed caterer/bartender. Approval of alcoholic beverages must be granted by the Assistant Director or the Director of the University Center PRIOR to event through the guidelines listed in the Student Organization Handbook; groups failing to follow this policy will lose rental privileges in the Webster University Center.

14. **PARKING:** Please instruct non-University attendees to utilize the Garden Park Plaza parking garage. The Assistant Director or the Director of the University Center must receive all requests for reserved parking at least one week prior to event. All parking reservation requests will be evaluated in terms of impact upon Webster University students, faculty and staff. Reserved parking will not necessarily be on Lot H near the University Center, and must be approved by the Department of Public Safety.

**The following policies also apply if reserving the Library Conference Room:**

16. Use of the Library Conference Room is restricted to University events, including student organization events, or to events hosted by the University.

17. The Library Conference Room may be used only during normal opening hours of the library.

18. Additional hardware or software cannot be installed at the instructor station; contact the circulation desk for a list of available software. If you have additional needs, you may bring a laptop, which can be plugged in at the instructor's lectern to display using the overhead projector. Use of amplified music or other sounds that are audible outside of the Library Conference Room is restricted to times when University classes are not in session.

19. Red wine is prohibited in the Library Conference Room. Food and drink provided at events in the Library Conference Room are restricted to the interior of the room.

20. Use of candles is prohibited in the LCR.

21. Furniture (27-5'x2½' tables and 100 chairs) is provided in the LCR and use of outside furniture is prohibited in the LCR unless special permission is granted by the reservations coordinator.

