

# Kuehner Court Reservation Request Form

Please complete the following reservation request form. Renters must complete the form and submit to Lauren Hanahan via [email](#) at least 14 days prior to the date of the event. Please note this form is not a contract – it is a reservation request form that allows for the space manager to evaluate the details/needs of your event, and the space’s ability to accommodate your needs on the requested date/time. Upon receiving this form, the space manager will place a hold on the Court for your requested date and time – **the reservation will not be finalized until the space manager has received proof of a scheduled post clean with WFF**. If the space manager does not receive proof of a scheduled post clean two weeks prior to the date of the event; than the hold on the Court will be lifted and the space will be open for others to request.

Two weeks prior to the event the renter will receive via email an official Kuehner Court Rental Agreement to sign and return to Lauren Hanahan. The signed rental agreement confirms that the renter has read and agreed to the terms of the Kuehner Court Rental Policy and gives the Sam Fox School permission to bill the renter for the use of the space. **The renter must sign and return the Rental Agreement to Lauren Hanahan by the date of the event.**

If you have any questions regarding renting Kuehner Court, please contact Lauren Hanahan at 314-935-9300 or via [email](#) .

## Event Information

Sponsoring Group:

Group Type:

Event Date:

## Requested Times

Reservation Start Time:

Event Start Time:

Event End Time:

Reservation End Time:

## Requester’s Information

Full Name:

Address/Campus Box:

Phone:

Email:

Department Name:

Department/Student Group Account Number:

**Event Details**

Event Name:

Event Type:

Estimated Attendance:

Attendees, please check all that apply:                      Students                      Faculty/Staff                      Public/Non-WashU

Admission Price:                      Yes    No

Admission Amount:

**Food & Beverage**

Alcohol Served:                      Yes    No

*If answer is **yes**, a licensed, third-party vendor must be hired to serve the alcohol and renters must comply with the University alcohol policy.*

Food Served:                      Yes    No

*If answer is **yes**, Bon Appetit is the required caterer.*

**Please return your completed form to Lauren Hanahan via [email](#). You can also send your completed form to the address listed below or hand deliver it to Weil Hall 105.**

**Lauren Hanahan  
Sam Fox School of Design & Visual Arts  
Campus Box 1213  
Washington University in St. Louis  
1 Brookings Drive  
St. Louis, MO 63130-4899**