

# Steinberg Auditorium Rental Policy

The Sam Fox School of Design & Visual Arts reserves priority in the use of Steinberg Auditorium for Sam Fox School programs and events. Other Washington University schools, departments, or affiliated organizations may request the use of Steinberg Auditorium for activities consistent with the mission of the University. Reservations for the use of Steinberg Auditorium by groups not directly related to the University are subject to the approval of the Sam Fox School's Dean's Office.

## Steinberg Auditorium Availability

The Sam Fox School accepts reservation requests for Steinberg Auditorium after 4:00pm Monday – Friday, on weekends, and during the summer. Reservation requests must be made at least **30 days in advance** to allow for A/V and cleaning arrangements to be made and verified.

Due to shifting classroom schedules at the beginning of the fall and spring semesters, we are unable to process reservations for Steinberg Auditorium until after the first two weeks of classes are complete at the start of each semester.

Steinberg Auditorium is not available for reservation on the following days: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

## Steinberg Auditorium Room Features

- Large Capacity (298 seats) Sloped Room
- 2 High Definition Projectors (large & small format)
- PC Computer
- Internet/Network Connection
- Region-Free Blu-ray Player
- Document Camera
- Wheelchair Accessible
- Two Screens: 16'x9' & 4'x3'
- 4 Wireless Microphones, Podium Microphone
- 6 Superior Blackboards

**The Sam Fox School reserves the right to cancel any reservation with at least 30 days' notice.** While it is the Sam Fox School of Design & Visual Arts' intent to honor all reservations, the Sam Fox School's educational activities have priority. If unforeseen needs arise, the Sam Fox School Dean's Office has the right to cancel any reservation with at least 30 days' notice. If this becomes necessary, the Sam Fox School will notify the renter as soon as possible if a reservation is canceled.

## Steinberg Hall Access

The north & south exterior doors and interior doors that lead into the Steinberg Auditorium/Etta's Market lobby area will be programmed to open and lock according to the renter's requested set-up & tear-down times. If the renter arrives and the doors remain locked, please call Campus Police at 314-935-5555. **Please do not prop open any doors leading outside.**

## Etta's Market

The Etta's lobby area may be used as a reception space by all Steinberg Auditorium renters free of charge. Please note that Etta's Market is open 24-hours; events may not interfere with access to the electronic Market for Sam Fox faculty, staff, and students.

## Steinberg Auditorium Fees

Persons or groups renting Steinberg Auditorium will be charged according to the fee schedule below. **Payment is due before or on the day of the event.** Washington University departments will be billed online via inter-departmental charge.

	<b>External Clients Non-WashU Affiliate</b>	<b>Internal Clients WashU Affiliate</b>	<b>Sam Fox School</b>
<b>Less than 4 hours</b>	\$500	\$250	Fees waived
<b>More than 4 hours</b>	\$1,000	\$500	

## Steinberg Gallery Availability

Renters interested in utilizing Steinberg Gallery, as well as the auditorium, must put a separate request in for the use of the gallery on [Reserve-a-Space](#) or by contacting the space manager. It is **recommended to use the gallery if a renter intends to hold a large reception with food/drink** before, during, or after their event. There will be an additional fee of \$100/day for external clients and \$50/day for internal clients. Please contact Lauren Hanahan with questions about the use of Steinberg Gallery at 314-935-9300 or [hanahan@wustl.edu](mailto:hanahan@wustl.edu).

## Room Set-Up/Tear-Down Policy

On the day of the event, **the renter is responsible for all set-up and tear-down tasks** – Sam Fox School staff will **not** be available to set-up or tear-down any tables, chairs, catering, or artwork. Renters are not permitted to move the Etta's Market lobby area furniture, model tables, or rolling boards unless pre-approved by the Sam Fox School. Exhibition materials, student work, or any artwork on display in the Steinberg Gallery may **not** be moved under any circumstances. The Sam Fox School does **not** provide security for events, and is **not** responsible for any outside artwork, furniture, exhibition materials, or personal belongings in Steinberg Hall before, during, or after your event. The renter will be responsible for arranging for any extra tables, chairs, or other furniture that may be necessary for their event – any extra/rented furniture brought into the space must be removed at the end of the event.

## Pre & Post Clean-Up

Steinberg Auditorium is a pooled classroom space throughout the day. Due to the high traffic nature of this space, it is highly recommended that the renter request a pre-clean before event start time. Sam Fox School **requires** external renters and internal Washington University renters to schedule a post clean-up of the auditorium with WFF services when food and drink are present in the space. Renters can fill out the "WFF Special Service Request form," - attached in this packet - and email the completed form to [wffevents@wffservices.com](mailto:wffevents@wffservices.com). **The renter is responsible for scheduling the post clean-up (and pre-clean if applicable) and sending proof of the scheduled service to Lauren Hanahan at [hanahan@wustl.edu](mailto:hanahan@wustl.edu).** If verification of a scheduled post clean-up is not provided, then the hold on the court will be lifted and the space will be available to other renters – No reservation will be finalized without proof of a scheduled post clean. Proof must be provided not later than 14 days before the event is scheduled to take place.

*(Fees for cleaning services will be billed directly to the renter through WFF – any questions regarding rates and services should be directed to WFF – contact info for WFF is listed on the bottom of the request form).*

For Sam Fox student groups or faculty groups, the post clean is waived for Monday-Thursday reservations when no food or drink is present, or light snacks are served. It is the responsibility of the student group or faculty sponsor to ensure the space is reset in a clean, presentable way and the trash is removed. For larger events during the week or events held Friday or Saturday, the student group or faculty group will need to show proof of a required WFF post clean.

## Audio/Visual

Sam Fox School **requires** that the renter consults with the Director of Classroom Services for training on the A/V system for their event. Please contact Tom Furby, [tfurby@wustl.edu](mailto:tfurby@wustl.edu) to discuss your A/V needs and schedule a training. If you need day of services, Sam Fox School **requires** you to hire an A/V team. You can complete [this request form](#). Send proof of recommendation to Lauren Hanahan to finalize the reservation.

*(If an outside A/V is required for your event, services will be billed directly to the renter through the A/V provider- any questions regarding rates and services should be directed to the A/V provider).*

## Parking

The Sam Fox School does not make arrangements for parking. The [East End Garage](#) is the nearest visitor parking for access to the Sam Fox School buildings. [Garage rates](#) apply 7:00 am – 5:00 pm, Monday-Friday. For any parking questions please contact Parking & Transportation Services at [ParkTrans@wustl.edu](mailto:ParkTrans@wustl.edu) or 314-935-5601.

## Catering/Food/Drink Services

- [Bon Appetit](#) is the **required** caterer for Steinberg Auditorium. View the catering menu [here](#).
- **Renters are required to hire a licensed, third-party vendor to serve alcohol in Steinberg Auditorium.** Kegs are **not** allowed. Bon Appetit requires a minimum of 14 days to acquire a liquor license.
- The renter must comply with all University Policies relating to alcohol.
  - - Outside groups review:  
[WashU - Drug & Alcohol Policy](#)
  - - Undergraduate groups review:  
[Undergrad Event Alcohol Policy](#)
  - - Graduate groups review:  
[Graduate Events Alcohol Policy](#)
- Tables for catering needs should be arranged through the caterer. All rental furniture must be removed at the end of the reservation.
- Table skirting may only be affixed to Sam Fox School tables with skirting clips or non-residue tape. No staples may be used to affix skirting to tables.
- The renter and/or the caterer must completely remove leftover food, beverages, and equipment at the end of the reservation.
- The renter and/or the caterer must clean up spills on furniture, walls, floors, etc.

## Additional Policies

- Renters must adhere to all [University policies](#).
- Washington University campuses have a [Tobacco- Free Policy](#) – this includes electronic cigarettes and personal vaporizers.
- If you intend to show a film at your event, please first consult the [Film Policy](#) for the University and obtain permission.
- Events must not interfere with patrons or other events within the Sam Fox School campus area, including the Mildred Lane Kemper Art Museum.
- Nothing may be affixed to any wall, wood, or painted surface in the auditorium.
- In accordance with Washington University policy, no animals, except service animals, are allowed in any University building.
- Open flames, such as candles, are not allowed.

- All rehearsals and performances that require tape on the carpet must use non-residue tape. All tape must be removed immediately after each reservation period. No tape may be left on the floor overnight.
- Except to indicate the location of the event, the renter cannot use the name or logo of the University or the Sam Fox School to promote their event without the express written consent of the University. Under no circumstances may the renter imply that the University supports or endorses a cause, group, or program without the express written consent of the University. Steinberg Hall may not be rented for political partisan events, including but not limited to, campaign fundraisers or rallies.
- Any group whose behavior threatens the property, artwork, exhibits, installations, or the safety of our students, faculty, and staff will be required to leave. The renter will be held responsible for any damages related to their event.
- **Failure to comply with any of the Steinberg Auditorium Rental Policies will result in the renter being banded from any future rental use of the Steinberg Auditorium.**

### **Cancellation & Late Payment**

Cancellations must be made in writing and received **no less than 3 days prior to the event date**. Cancellations received less than 3 days prior to the event date will incur a cancellation **fee equal to 50% of the room fee**. There is a **\$50.00 late fee** if payment is not submitted by the event date.

### **Indemnification**

User agrees to protect, defend, and hold harmless Washington University, its trustees, officers, students, and employees from and against any and all claims, suits, actions, or demands (including without limitation, reasonable attorney fees and expenses of such attorneys) of any character for loss, damage, or injury to person or property, including bodily or personal injury or death, in any way arising out of or resulting from the use of Washington University facilities by the renter and or its guests.

**The Dean of the Sam Fox School reserves the right to change this policy at any time.**