

# Sam Fox School Rental Policies and Agreement

Thank you for considering the spaces of the Sam Fox School of Design & Visual Arts for your next event. The Sam Fox School reserves priority use of its spaces for Sam Fox School programs and events. Other Washington University schools, departments, or affiliated organizations may request the use of Sam Fox School spaces for activities consistent with the mission of the University. All reservations using Sam Fox School spaces are subject to the approval of the Sam Fox School’s Dean’s Office.

## Kuehner Family Court

The Sam Fox School accepts reservation requests for Kuehner Family Court Monday through Friday from 8:00a – 5:00p. Evening, weekend and summer reservations will be approved based on the availability or arrangement of staff, faculty, or sanctioned event management persons to oversee an event. Reservation requests must be **made at least 30 days in advance** to allow for cleaning arrangements to be set-up and verified. Kuehner Family Court 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.

### Kuehner Family Court Room Features

- Maximum capacity 128 people
- 2,500 sq. ft. open space in the center of Weil Hall.
- Four entrance points located on the 2nd floor.
- 28’ X 30’ living green wall with 10 species of plants.
- Sectional lounge furniture with built-in electrical outlets (these furniture pieces are hardwired into the floor and cannot be moved).
- 5 square-top tables and 6 high-top tables with a total of 32 chairs
- The lounge furniture and table/chairs combined seat about 40 people.
- Wheelchair Accessible (elevator available on the east side of the building)
- **No permanent audio/visual equipment**
- **No whiteboard or presentation screen**
- **Floral arrangements allowed with pre-approval from Dean’s Suite Coordinator due to the sensitive nature of the green wall.**

### Kuehner Family Court Rental Fees

Persons or groups renting Kuehner Family Court will be charged according to the fee schedule below. If paying by credit card, **payment is due before or on the day of the event.** Washington University departments will be billed online via inter-departmental charge following the event.

External Clients <i>Non-WashU Affiliate</i>	Internal Clients <i>WashU Affiliate</i>	Sam Fox School
\$400/hour (2 hour minimum)	\$250/hour (2 hour minimum)	<i>Fees waived</i>
<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean’s Suite Coordinator.</i>	<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean’s Suite Coordinator</i>	

### Graduate Art and Architecture Studios

The second and third floors of Weil Hall are home to the Sam Fox School’s graduate art and architecture student studios on the North and South sides of the building. These studios are the private workspaces of Sam Fox School graduate students and should not be entered or disturbed in any way by an event taking place in Kuehner Family Court. The renter of the space is responsible for ensuring all guests at an event are courteous and respectful of the

Sam Fox School’s student studio spaces. Additionally, we ask that the noise volume of an event be kept at a reasonable level to allow for the Sam Fox students to concentrate and work in the surrounding studios, classrooms, installation, and critique spaces.

### Audio/Visual

**Kuehner Family Court does not offer any permanent audio/visual equipment in the space.** Due to the furniture configuration, A/V set-ups are limited, time intensive, and require pre-approval by the Dean’s Suite Coordinator. Upon pre-approval, the Sam Fox School **requires** the renter to hire a trained A/V technician for on-site support for their event. The renter is responsible for hiring the A/V technician and sending proof of the hired technician to the [Dean’s Suite Coordinator](#).

**For internal clients and SFS only:** please navigate to the link below to schedule a tech through WU-IT, choose the “request service” option to request your specific A/V needs for your event. WU-IT requires **14 days advance notice** to ensure coverage.

<https://it.wustl.edu/services/av-consulting-advising/>

*(Fees for A/V 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).*

## Weil Commons

The Sam Fox School accepts reservation requests for Weil Commons Monday through Friday from 8:00a – 5:00p. Evening, weekend and summer requests will be approved based on the availability or arrangement of staff, faculty, or sanctioned event management persons to oversee an event. Reservation requests must be made **at least 30 days in advance** to allow for cleaning arrangements to be set-up and verified. Weil Commons 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.

### Weil Commons General Policies

Weil Commons is often used for larger receptions with food/drink before, during, or after an event held in Kuehner Family Court. Renters interested in reserving the Commons must put in a request on [Reserve-a-Space](#) or by contacting the [Dean’s Suite Coordinator](#) 314-935-9300. Please note, reservations will not be finalized until the Dean’s Suite Coordinator has received proof of a scheduled post-clean with WFF/HES. The renter and guests may not move any furniture without written agreement from the Dean’s Suit Coordinator. Additionally, the renter and guests may not touch the artwork displayed in the Commons. **Catering set up may not take place within 5 feet of any artwork installed in the space.** Please be aware that the Commons are a public walkway within Weil Hall, and non-event traffic is to be expected.

### Weil Commons Rental Fees

Persons or groups renting Weil Commons will be charged according to the fee schedule below. If paying by credit card, **payment is due before or on the day of the event.** Washington University departments will be billed online via inter-departmental charge following the event.

<b>External Clients</b> <i>Non-WashU Affiliate</i>	<b>Internal Clients</b> <i>WashU Affiliate</i>	<b>Sam Fox School</b>
\$150/hour	\$100/hour	<i>Fees waived</i>
<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean’s Suite Coordinator.</i>	<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean’s Suite Coordinator</i>	

## Steinberg Auditorium & Gallery

### Steinberg Auditorium Availability

The Sam Fox School accepts reservation requests for Steinberg Auditorium will be approved based on the availability or arrangement of staff, faculty, or sanctioned event management persons to oversee an event. Steinberg Auditorium is unavailable Monday through Friday until after 4:00pm, as it functions as a primary classroom space. 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

### Steinberg Auditorium Fees

Persons or groups renting Steinberg Auditorium will be charged according to the fee schedule below. If paying by credit card, **payment is due before or on the day of the event.** Washington University departments will be billed online via inter-departmental charge following the event.

	External Clients <i>Non-WashU Affiliate</i>	Internal Clients <i>WashU Affiliate</i>	Sam Fox School
Under 4 hours	\$800	\$400	<i>Fees waived</i>
4 hours or Longer	\$1,500	\$800	
	<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean's Suite Coordinator.</i>	<i>Possible \$25/hour Event Management Staffing fee if deemed necessary by Dean's Suite Coordinator.</i>	

### Steinberg Gallery and Etta's Market

Renters interested in using 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 Dean's Suite Coordinator. 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. Exhibition materials, student work, or any artwork on display in the Steinberg Gallery may **not** be moved under any circumstances. There will be an additional fee of **\$150 per hour for external clients** and **\$75 per hour for internal**

**clients.** Please contact the [Dean's Suite Coordinator](#) with questions about the use of Steinberg Gallery at 314-935-9300.

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

### 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 technician. You can complete [this request form](#). Send proof of recommendation to the [Dean's Suite Coordinator](#) 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).*

## General Policies

### Additional Sam Fox School Spaces

The Sam Fox School spaces are primarily centered on providing for the educational activities and needs of Sam Fox School students, faculty, and staff. On occasion, the Sam Fox School will permit renters to reserve other spaces not listed above. Any additional spaces reserved follow the same Sam Fox School event policies and guidelines. The Sam Fox School reserves the right to rent out other spaces within the school at modified rates, as agreed upon with the client. All additional space reservations are approved at the discretion of the Dean.

### Event Management Staffing

Event managers are required at any event held in Sam Fox School spaces after 5pm on weekdays, and on weekends, in which key Sam Fox School staff or faculty are not present. The event space manager will be responsible for overseeing the event, conducting building walk-throughs, and ensure the integrity of the Sam Fox School spaces is maintained. It is up to the discretion of the Dean's Suite Coordinator to determine if the reservation request meets the criteria for event space management. An **additional \$25 / hour** will be added to the reservation invoice if event space managers are required.

### Sam Fox School Building Access

**Please do not prop open any doors leading outside.** The north, south, and west exterior and interior doors that lead into Weil Hall; and/or the north & south exterior doors leading to Steinberg Auditorium will be programmed to open and lock according to the renter's requested set-up & tear-down times for their event. Please discuss these access times with the Dean's Suite Coordinator **at least 14 days prior** to the event to ensure that your event is scheduled for access. If the renter arrives and the doors remain locked, please call Campus Police at 314-935-5555.

### 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 assist with set-up and tear-down. Any additional tables, chairs, or furniture necessary for the event must be rented by or provided by the renter. **Please note that furniture rentals and delivery need to be pre-arranged with the Dean's Suite Coordinator, and must be removed from Sam Fox School spaces by the end of the reservation period.** If rented furniture and materials are not picked up within the pre-agreed upon period, additional fees may be charged to the credit card or inter-departmental code on file.

Any exhibition materials, student work, or artwork on display in the Steinberg Gallery or Weil Commons 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, materials, or personal belongings in Sam Fox School spaces before, during, or after your event.

The tables and chairs in Kuehner can be rearranged to meet the renter's needs for the event; however, the lounge furniture may not be moved, as some of the pieces are hardwired and bolted to the floor. Any furniture that was rearranged must be returned to its original/standard set-up must be removed by the end of the event. This includes the removal of any signs or decorations the renter placed in the space.

## Pre & Post Clean-Up

Kuehner Family Court is an open lunch and work space for students, and Steinberg Auditorium is a pooled classroom space throughout the day. Due to the high-traffic nature of these spaces, it is highly recommended that the renter requests a pre-clean before event start time. The Sam Fox School **requires** both external renters and internal Washington University renters to schedule a post clean-up of the space with WFF/HES services when food and drink are present. Renters can fill out the "WFF/HES Event Request form" provided by the Dean's Suite Coordinator, and schedule the post-clean (and pre-clean if applicable) with the [Dean's Suite Coordinator](#). **Proof of a scheduled post-clean must be provided no later than 14 days before the event** is scheduled to take place. If verification of a scheduled post clean-up is not provided, then the hold on the space will be lifted and the space will be made available to other renters.

*(Fees for cleaning services will be billed directly to the renter through WFF/HES, and any questions regarding rates and services should be directed to WFF/HES. WFF/HES contact information is listed on the bottom of the WFF/HES request form provided upon reservation confirmation).*

For Sam Fox School student 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/HES post clean.*

## Catering and Beverage Policies

**Renters are required to hire a licensed, third-party vendor to serve alcohol in all Sam Fox School spaces.** Kegs are **not** allowed, and any alcohol served must stay in the reserved space, and may not travel throughout the building. The renter must comply with all University Policies relating to alcohol, and Washington University alcohol and drug policies will be strictly enforced:

- Outside groups review: [WUSTL - Drug & Alcohol Policy](#)
- Undergraduate groups review: [Undergrad Event Alcohol Policy](#)
- Graduate groups review: [Graduate Events Alcohol Policy](#)

The Sam Fox School does not provide catering or furniture rental with space reservations. A list of suggested caterers will be provided upon request. Tables for catering needs should be arranged through the caterer, and all rental furniture must be removed by the end of the reservation period. There is no rental storage space available beyond the agreed-upon rental period. Please note the following catering policies for all Sam Fox School spaces:

- 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.
- Sternos and portable heat canisters are not allowed, nor any open flame of any kind.
- The renter and/or the caterer must clean up spills on furniture, walls, floors, etc.
- Any food or drink served in Weil Commons must be at least 5 feet away from the art displayed in the space.

## 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, and garage parking is free on evenings and weekends. For any parking questions please contact Parking & Transportation Services at [ParkTrans@wustl.edu](mailto:ParkTrans@wustl.edu) or 314-935-5601. A map to our Danforth Campus and parking garage entrance will be provided upon request.

## 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 event space.
- In accordance with Washington University policy, no animals, except service animals, are allowed in any University building.
- Open flames, such as candles, and portable heat canisters, such as Sternos, are not allowed permitted in any Sam Fox School space.
- 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.
- Sam Fox School spaces 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 Sam Fox School Rental Policies will result in the renter being banned from any future rental use of the Sam Fox School spaces.**

## 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 event fee**. There is a **\$50.00 late fee** if payment is not submitted by the event date. Internal departments will be billed via Cost Center invoice at the end of the event.

**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.

### Indemnification

Renter 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.

Except to indicate the location of the event, if appropriate, Renter shall not use the name or logo of the University to promote the 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.

### Damage

The Renter will not injure, deface, change, or alter the premises or any items contained within the Sam Fox School space, and shall not cause or permit anything to be done that may damage the Sam Fox School space or any of its contents. Renter is responsible for any damage or loss resulting from the event. **A credit card (or Cost Center #) is required to reserve all rentals outside of Sam Fox School Program use.** In the event of damage resulting from an event to the facility, artwork, or ground, the Sam Fox School reserves the right to charge up to \$500 to the card/department on file following the event to cover damages. This provision is not meant to constitute the only remedy available to the Sam Fox School.

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

In order to finalize your event reservation with the Sam Fox School, please sign and date below, and email back to [Charis Norell](#), Dean's Suite Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Location/Date of Event