

## Kuehner Family Court Rental Policy

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

### **Kuehner Family Court Availability**

The Sam Fox School accepts reservation requests for Kuehner Family Court Monday – Friday from 7:00a – 10:00p. Weekend and summer reservations will be approved based on the availability or arrangement of staff, faculty, or sanctioned security presence to oversee an event. Reservation requests must be made at least **14 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 2<sup>nd</sup> floor.
- 28' X 30' living green wall with 10 species of plants.
- Sectional lounge furniture with built-in electrical outlets (several of 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 audio/visual equipment
- No whiteboard or presentation screen
- No floral arrangements allowed due to sensitive nature of the green wall.

**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 take 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 cancelled.

## Weil Hall Access

The north, south, and west exterior doors and interior doors that lead into Weil Hall will be programmed to open and lock according to the renter's requested set-up & tear-down times for their event in Kuehner Family Court. 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.

## 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.

## 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. The tables and chairs in the court 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. No furniture may be removed from the court. No extra/outside furniture may be brought into the court, except for a folding/banquet table to set up food/drink. **Any furniture that was rearranged must be returned to its original/standard set up once the event has ended.** All signs, decoration, artwork, and trash must be removed by the end of the event. The Sam Fox School does **not** provide security for events, and is **not** responsible for any outside artwork, furniture, exhibition materials, or personal belongings brought into Kuehner Family Court related to your event.

## 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.

## \*Mandatory Post Clean-Up

Sam Fox School **requires** all renters to schedule a post clean-up of the court with WFF services. 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 sending proof of the scheduled service to Julie Owens at [jcowens@wustl.edu](mailto:jcowens@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).*

**\*Renters are required and responsible for scheduling a post clean of the court. Reservations will not be booked until custodial services have been scheduled** – a hold will be put on the space until this is verified, and the reservation is finalized.

## Audio/Visual

**Kuehner Family Court does not offer any audio/visual equipment.** Due to the furniture configuration of the space; A/V set-ups are very limited, time intensive, and only permitted on extremely rare, pre-approved occasions.

If A/V is necessary for an event and approved by the space manager, the Sam Fox School will **require** 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 Julie Owens at [jcowens@wustl.edu](mailto:jcowens@wustl.edu).** Please navigate to the link below to schedule a tech through WashU IT, choose the “request service” option to request your specific A/V needs for your event.

<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).*

## Catering/Food/Drink Services

- [Bon Appetit](#) is the **required** caterer for Kuehner Family Court. View the catering menu [here](#).
- **Renters are required to hire a licensed, third-party vendor to serve alcohol in Kuehner Family Court.** 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.

## Kuehner Family Court Rental Fees

Persons or groups renting Kuehner Family Court 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.

- **\$200 per hour** (with a 2-hour minimum)

## 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.

## Additional Policies

- Renters must adhere to all [University policies](#).
- Washington University campuses have a [Tobacco-Free Policy](#) – this includes electronic cigarettes and personal vaporizers. Under the policy, smoking and the use of all other tobacco products is prohibited on the entire campus. Smoking also is prohibited inside vehicles parked in campus parking lots.
- 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.
- 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.
- Any signs or artwork that require tape to hang on the walls, doors, or tables must use non-residue tape. All tape must be removed immediately after each reservation period. No tape or signage may be left 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. Kuehner Family Court may not be rented for political partisan events, including but not limited to, campaign fund raisers 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 Kuehner Family Court Rental Policies will result in the renter being banded from any future rental use of the court.**

## 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.**