

# **St. Catherine University**

## **Internal Meeting and Event Policies**

Welcome, Meeting and Event Services (MES) at St. Catherine University (St. Kate's). We are pleased you have chosen to consider us for your event(Event). The following document contains important information that will assist you in planning a well-organized and successful event. Please read through this packet carefully in order to become more aware of the procedures and policies at SCU. No matter how big or small, we want your event to be a success. If you have questions about the information contained in this document, please contact the MES Office at 651-690-8829.

All events held on St. Kate's property must uphold the mission of the University. Reservation requests for events which conflict with the mission of the University may be refused at the discretion of the University. The mission and vision of St. Catherine University are:

### **Mission Statement**

St. Catherine University educates women to lead and influence. Founded by the Sisters of St. Joseph of Carondelet in 1905, the University integrates liberal arts and professional education within the Catholic traditions of intellectual inquiry and social teaching. Committed to excellence and opportunity, the University engages students from diverse backgrounds in a learning environment uniquely suited to women. Education at St. Catherine University prepares graduates to demonstrate ethical leadership grounded in social responsibility.

### **Vision Statement**

To be the world's pre-eminent Catholic University educating women to lead and influence.

In addition, St. Kate's reserves the right to impose, at any time, limits on the scope, conduct or audience size of any event in order to carry out the provisions of this Policy. St. Kate's also reserves the right to require, as a condition of use, the payment of a fee for the use of facilities and the services of additional personnel or security personnel, at an agreed upon cost to the requesting group.

### **Space Reservation**

To reserve space for an event at St. Kate's, contact the MES office at (651) 690-6703. The Director will assist the client in choosing an appropriate and available date for the Event. Please review the tentative space reservation confirmation, upon receipt, to ensure all information is correct, including date, time and location for the Event. Reservations are held on a tentative basis until the signed event contract and deposit are returned to

MES. Once received, your reservation will be considered confirmed and held on a definite basis.

When scheduling, please discuss any time needed for setup and teardown of the Event with the Director. Set-up and tear-down times will be scheduled for the same day as the Event. Extra space rental will be charged if set-up and tear-down is requested for the day prior to, or following, the Event.

Space reserved for use by a contracted group may not be transferred, assigned, or loaned to another group without prior written approval by the MES office.

### **Allocation of Space**

MES reserves the right to assign, and if necessary, re-assign space at any time to ensure the most appropriate utilization and occupancy of St. Kate's facilities.

### **Event Setup**

All set-up requirements must be provided to MES at least two weeks prior to the Event. Set-up requests received later than two weeks prior to the Event will be subject to staffing and space availability.

Furniture may not be moved out of, or into, any room without prior permission from MES. Only MES staff may move furniture within a room.

### **Room Rental Fee**

Room rental fees include the following: standard setup of tables and chairs (theatre, classroom, conference, or banquet). A student event technician will be provided for your event. Additional setup and A/V equipment may be rented through MES.

### **Deposits and Payments**

A non-refundable deposit of 50% of the estimated total rental, or full payments on rentals of \$200.00 or less, is required with the return of the client-signed contract in order to confirm an event reservation; subsequent payments will be invoiced. Example of payment schedule:

*Non-refundable Deposit:* Due with signed contract within 30 days of contract creation.

*Balance plus additional charges incurred:* Due 30 days from receipt of final invoice.

A finance charge will be added to any outstanding balance not paid within 30 days of receipt of final invoice. All payments should be mailed to: St. Catherine University, Meeting and Event Services, 2004 Randolph Avenue, #4034, St. Paul, MN 55105.

### **Cancellations**

Upon at least fifteen (15) days' prior written notice to the University, the client may cancel its use of space without liability for any unbilled balance of the basic rental fee. If the client fails to comply with the rules of the contract, fails to make any payment when due, or otherwise defaults in the performance of any of its obligations, the University may by written notice terminate the client's right to use the Space. The client will reimburse the University on demand for all damages caused by the client's default, including but not limited to cleaning costs. Upon cancellation by the client with fewer than fifteen (15) days' notice or termination by the University following the client's default, the client will remain liable for the balance of the basic rental fee. In all events, the University shall retain the nonrefundable down payment and cancellation or termination shall not affect the respective liabilities of the parties arising prior to cancellation or termination.

### **Responsibility for Costs**

Groups holding events in St. Kate's space are responsible for all costs associated with the event. Charges may include St. Kate's staffing, off-campus security, damages, equipment and/or furniture rental, food and beverage, and any other charges from St. Kate's departments or outside contractors. It is each group's responsibility to provide payment for all services in accordance with the policies of each provider, either St. Kate's or outside contractors.

### **Campus Closings**

Should the campus close due to inclement weather, acts of God or war, all events scheduled to be held on campus will be cancelled. Events may be rescheduled at a time agreed upon by both the St. Catherine and the client; all deposits and payments will be applied to the re-scheduled reservation. The University is not responsible for deposits/payments made to external vendors scheduled for original event date.

In the event that classes are canceled and the university campus remains open, events will proceed as scheduled.

### **Outside Vendors/Contractors**

All vendors/contractors hired by client for event services must be pre-approved by MES. In certain circumstances, only University pre-approved vendors will be allowed to perform services in St. Kate's facilities; this includes but is not limited to services for catering and security. All vendors/contractors must adhere to St. Kate's policies and procedures as stated herein.

### **Public Safety Staffing**

St. Kate's and MES reserve the right to require ushers, fire department officials, public safety/police officers, or other security personnel for events held in St. Kate's facilities as it deems appropriate. The need shall be determined based upon the following criteria: time, place, anticipated attendance, audience and type of event.

Arrangements for required personnel will be made by MES. All applicable charges and fees will be billed to the reserving group. Police/Security Officers may not be hired directly by the reserving group.

Wedding receptions, proms, and dances always require the presence of a St. Paul Police Officer.

### **Alcohol**

Alcohol is permitted in private, reserved areas only with advance notice to MES. Alcohol is not allowed in Atriums 2 and 3, second and third floor lounges, or any other public areas. Alcohol service must be provided by the St. Kate's approved beverage service vendor.

### **Catering**

Sodexo provides food and beverage service for all events at St. Kate's. Catering requests are to be submitted three weeks prior to event. Requests can be submitted by e-mail to [rmmurray@stkate.edu](mailto:rmmurray@stkate.edu) or by contacting Sodexo directly at 651-690-6900.

### **Linens**

Sodexo Catering will supply the linens and/or skirts for tables used either for service or consumption of food that they have been contracted to provide. For all other linen and/or table skirting needs, arrangements must be made with the MES department no later than two weeks prior to your event. Linens will be rented and the client will be responsible for all applicable charges.

### **Audiovisual Equipment**

Audio-visual equipment (A/V) is available for use in St. Kate's facilities. Please communicate your A/V requests to the Event Coordinator no later than two weeks prior to your scheduled event date. A/V rental is subject to availability.

Certain types of A/V equipment require an A/V or MES Event Technician for operation or access to secured areas. Similarly, events requiring extensive lighting changes (dimming, on/off, colored light shows) will require the presence of an Event Technician. All costs associated with providing an Event Technician are the responsibility of the reserving group.

Use of external A/V equipment in conjunction with St. Kate's A/V equipment is prohibited. MES is not responsible for equipment provided by external organizations or individuals for use during any events at St. Kate's.

Some laptops are not compatible with, or require special adapters to be used with, St. Kate's A/V equipment. Notice of laptop presentations must be submitted to MES two weeks prior to event. It may be necessary to schedule time to test laptop compatibility.

### **Amplified Sound**

Amplified sound is not permitted in Couer de Catherine (CdC) Atriums or public areas.

Amplification systems less than or equal to 20 watts are allowed on the Quad at any time until 10PM. Amplification systems greater than 100 watts are permitted on the Quad Friday from 5PM-10PM, Saturday and Sunday from 8:30AM-10PM. Proper notification to neighbors must be made notifying them of the event no later than three weeks prior to the event date. St. Kate's will provide notice based on client event details.

### **Decorations and Signage**

Decorations are limited to the interior of the space reserved for the event. All decorations must be freestanding. Materials may *not* be attached to walls, doors, ceilings, floors, windows or woodwork with tape, adhesives, tacks, nails, or any other means.

Votive candles and candles protected by hurricane glass are allowed only in the center of dining and buffet tables. Use of any other candles is prohibited.

Signage is allowed using easels and sign stands only and is subject to approval by the MES department. Requests for easels and sign stands may be made through MES and are subject to availability and extra rental charges. Signage is to be provided by client.

Decorations and signage (indoor and outdoor) must be completely removed immediately following the conclusion of the event and within reservation time. St. Kate's and/or MES staff will discard decorations/signage remaining after the end of the reservation time. The client will incur any applicable labor charges resulting from necessary cleanup of decorations/signage or other materials left on campus by the client, participants or vendors.

### **Parking**

Parking on campus is subject to availability and is limited when classes are in session. On-campus parking requests must be submitted and agreed to in writing prior to contract signing. Please contact MES for information regarding current local on-street parking guidelines.

### **Maintenance and Repair of Space**

Groups are responsible for any negligent or intentional damage to St. Kate's facilities. Responsibility for any cleanup, maintenance and/or repair of reserved space beyond normal wear and tear will be the financial responsibility of the reserving group.

**Other**

SCU is not responsible for the loss, theft, or damage of any property not owned by St. Kate's.

All indoor facilities at St. Kate's are smoke-free. Smoking is prohibited on CdC balconies. Any smoking outdoors must take place at least 20 feet from and building entrance.

Reserving group is responsible for the actions of all participants.

Animals are not permitted in St. Kate's facilities except trained assistance animals (such as seeing-eye dogs).

Any event details not addressed in the St. Catherine University Meeting and Event Policies must be submitted in writing to the University for consideration.

*\*St. Catherine University reserves the right to revise its policies and procedures at any time.*