



University of Missouri St. Louis Alumni Center
7956 Natural Bridge Road
St. Louis, Missouri 63121
Reservations: 314-516-5722
Fax: 314-516-5721
www.umslalumni.org/alumnicenter

Rental Policies and Procedures

1. Use of the Alumni Center will be in keeping with the overall mission and purpose of the University of Missouri-St. Louis and its Alumni Association. Events should be appropriate for the Center and should not impinge upon the faculty.
2. Each group using the facility must provide a member who will assume responsibility for the event and stay for the duration of the event in order to comply with all University and Alumni Center regulations.
3. General Rules and Regulations:
 - A. All scheduling and booking of the Alumni Center will be handled through the Alumni Center manager or its event staff.
 - B. Arrangements for meals and refreshments must be handled by the client. Groups must be present to accept delivery of all food items. Alumni Center staff will not sign for or accept responsibility for catering deliveries by outside sources.
 - C. A signed scheduling contract and payment must be submitted to confirm your reservation. Dates are subject to release if payment is not received.
 - D. Attendance at events should be limited to a maximum of 75 persons at any one time. All events must end at midnight. All guests must leave at the assigned time for the event to end. If not, the sponsoring group will be charged for additional time.
 - E. Groups will be financially responsible for any damages during their event.
 - F. The Center parking lot is reserved for caterers and those requiring close access to the Center. Additional parking is available at the Methodist Church adjacent to the Center. **Clients must contact the Church to confirm availability.** The Church can be reached at **(314) 385-3000**. Guests may also park on campus.
 - G. The Center adheres to the UMSL calendar.
 - H. Cancellation Policy Includes:**
 - i. If an event is canceled, 50% of the usage fee charged is retained by the center. Any additional costs incurred for the event will be the responsibility of the sponsoring group. (i.e. catering, rentals, etc.)
 - ii. When the University is closed due to inclement weather, the Center will also be closed. The Center manager will notify the client as soon as the decision to close is announced. If it is impossible to reschedule an event, all fees will be refunded. If the client canceled the event due to inclement weather but the University and Center have not been closed, the normal cancellation policy stated will be in force.



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I. Arrangements for the use of alcoholic beverages will be as follows:

- i. The host must comply with state liquor laws.
 - ii. Student groups may not serve alcohol at events.
 - iii. If you are providing alcohol to guests and your event is catered, your caterer must have a liquor license. When completing your application for rental, you must provide the Alumni Center with a copy of the caterers' liquor license or off-site permit to serve liquor.
 - iv. If you are hosting a party and NOT using a caterer, clients may provide their own alcoholic beverages.
 - v. Alcoholic beverages MAY NOT be sold on the Alumni Center premises.
 - vi. Possession or consumption of alcohol by persons under the age of 21 is prohibited.
 - vii. To serve alcohol at an event, the host must be 21 years old.
 - viii. When alcoholic beverages are served, the event host is responsible for the conduct of attendees.
 - ix. Kegs are not allowed in the Center.
 - x. Alcohol may not be advertised as "included in the ticket prices."
 - xi. Neither University employees nor individual event sponsors may participate in the sale of drink tickets or any other activity employing the sale of alcohol at the Alumni Center.
- J. The University of Missouri-St. Louis is a smoke free campus and your compliance with this regulation is appreciated.
- K. Illegal activities of any kind, including the use of controlled substances, WILL NOT be permitted.
- L. The manager must approve any decorating or furniture re-arrangement in advance. Following the events, all furniture will be returned to the original setting. All folding tables and chairs will be returned to the designated storage area.
- M. Table sparkles, glitter or aerosol string ARE NOT allowed in the Center.
- N. No disc jockeys allowed.
- O. The University will provide custodial service prior to Center activities. Clients are responsible for leaving the Center in a reasonably clean and orderly fashion. All dishes, silver, etc., used for an event must be cleaned and put away. All trash must emptied into the dumpster at the corner of the parking lot.
- P. Food/beverages and other items brought to the Center must be removed from the Center on the day of the event, unless other arrangements have been made with the Center manager. The Center is not responsible for items left following an event.
- Q. When children are in attendance, close supervision is required. Children must remain on the first level of the Center.
- R. Event organizers will be allowed to access Alumni House no earlier than 1 hour prior to the start of the function.**

Please direct any questions regarding the Alumni Center Policy and Procedures to the Center manager at
(314) 516-5722.

Updated February 4, 2008