



St. Louis Hillel Rental Procedures and Fee Chart 2009-2010

***Rental Applications and set-up detail due at least 2 weeks prior to rental.**

1. All renters should first check with the office manager for space availability before publicizing the date of your event.
2. After confirming space availability, renters should fill out the Rental Application (separate application for student programs) and return to the office manager within 2 weeks to confirm the rental. Rental policies must also be signed prior to the rental. Deposit or payment should be included with application when necessary. *See Fee Chart.*
3. Full Set-up detail is due to the office manager at least 2 weeks prior to event.

FEE CHART (*Prices are per rental*)

<i>Renter</i>	<i>Deposit or Payment Information</i>	<i>Full Auditorium</i>	<i>Half Auditorium</i>	<i>Living Room, TV Room, Golman Lounge, or Library</i>	<i>The West Wing</i>	<i>Whole Building</i>	<i>Overtime Fee beyond midnight</i>	<i>Fee for staffing (If needed)</i>
Student Programs	\$100 Security Deposit may be required for specific events, will be returned after event.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Jewish or Non-Profit Organization	No deposit required Pay with Application or Request Invoice	\$250	\$150	\$75	\$250	\$350	\$150/hour	\$25/hour
Other Company/ Organization	No deposit required Pay with Application or Request Invoice	\$350	\$200	\$85	\$300	\$500	\$150/hour	\$25/hour
Student Private Event	Deposit of Half required with Application. Balance due 2 weeks prior to event.	\$250	\$150	\$75	\$250	\$350	\$150/hour	\$25/hour
Private	Deposit of Half required with Application. Balance due 2 weeks prior to event.	\$400	\$250	\$100	\$350	\$600	\$150/hour	\$25/hour

****Prices are based on single rentals.***

Other arrangements can be made for groups needing rental on a more frequent basis (more than 12 times per year)

Please contact the office manager for rates based upon your individual needs.

Space Specifications, Inclusions & Exclusions on next page

Space Specifications/Guidelines

Full Auditorium

Approximately 50'x60' + stage 20' wide x 10' deep
Up to 400 Audience Style
Up to 250 with Tables and Chairs, 150 with round tables
Microphone or screen available

Small Half of Auditorium

Approximately 50'x20'
Up to 75 Audience Style
Up to 45 with Tables and Chairs, 24 with round tables
Microphone Available

Large Half of Auditorium

Approximately 50'x40' + stage 20' wide x 10' deep
Up to 200 Audience Style
Up to 150 with Tables and Chairs, 75 with round tables
Microphone or Screen Available

Living Room

Approximately 12x22
Up to 60 Audience Style
Up to 40 with Tables and Chairs, 20 with round tables

TV Room

Approximately 11x14
Up to 20 Audience Style

Golman Lounge

Approximately 13x16 with a large pillar in the middle
Up to 30 Audience Style, some limited viewing
Up to 20 with Tables and Chairs, no round tables
Buffet Counter already exists

Library Upstairs (not ADL accessible)

L-Shape Approximately 15'x15' entry side & 15'x30' long side of L
Regular Set-up is conference for 12 & 2 seating areas for 8 each
Up to 50 audience style
Up to 50 with tables and chairs, no round tables

Entry Foyer (included with all rentals)

Approximately 15'x20'

Inclusions & Exclusions

When renting space, St. Louis Hillel is able to provide:

1. Tables and Chairs that we already own. (*18 rectangular, 18 round tables and 200 chairs*)
2. Podium (*2 large and 2 small*)
3. Hot water & instant coffee/tea (*For 30*)
4. Water pitchers (*8 plastic various colors*)
5. Microphone (*1 microphone in the small or large auditorium only*)
6. Easel (*2 easels, No pads or markers provided*)
7. Paper table covers
8. Set-Up as detailed in your application (*due at least 2 weeks prior to event*)
9. Free parking based upon availability of spaces in the lot only. (*There is no overflow parking provided. Up to 55 spaces available depending on day/time of rental.*) You may contact *Washington University Parking Services for additional options 314-935-5601*

St. Louis Hillel will not provide:

1. Set-up, *if received less than one week prior to event.*
2. Kitchens
3. Kosher Supervision
4. Linens
5. Dishes
6. Tables and chairs above what we own. (*You may arrange for rental from an outside company based on availability of that room for delivery and pick up of extra furniture.*)
7. Audio/video equipment
8. Copier/administrative support
9. Ice/refrigerator space
10. Phones
11. Storage space
12. Decorations / Centerpieces
13. Party Tents