



Reserving Space on Campus

Updated 11/6/09

The Link

Spaces booked by Event Services, the South 40, the Village, and several other departments can now be reserved via thelink.wustl.edu. See information below regarding spaces booked by Event Services, Residential Life, Aramark, and Bon Appetit.

EVENT SERVICES

eventservices.wustl.edu

Phone: 5-5234

Email: events@wustl.edu

Location: Danforth University Center, Room 300

Event Services books the following spaces (*Premier Spaces):

Bowles Plaza	Oak Walk Banners	DUC Dining 140
Gargoyle	Pooled Classrooms	DUC Formal Lounge 278
*Graham Chapel	*Rettner Gallery	DUC Meeting Rooms
*Holmes Lounge	Schoenberg Gallery	DUC North Lobby 171
Lambert Lounge	*Umrath Lounge	DUC Northeast Courtyard
Mallinckrodt Food Court	*Women’s Building Formal	DUC Orchid Room 128
Mallinckrodt Vendor/Display	Lounge	DUC Presentation Room 234
Tables	Women’s Building Lawn	DUC Southeast Courtyard
McMillan Café	DUC Commons	DUC Vendor Tables
McMillan Courtyard	DUC Classroom 276	

Set-up and Cleaning:

Event Services handles “event specs” for all events held in premier spaces and many events held in non-premier spaces. You will need to meet with Event Services to coordinate the room set-up and services of Aramark.

To see additional spaces booked by other departments, go to eventservices.wustl.edu/information/common/

ARAMARK JANITORIAL SERVICES

Phone: 5-9314

Fax: 5-5013

Email: abs@fpm.wustl.edu

Aramark handles pre and post-event clean-up, set-up and take-down and special trash removal in most booked spaces on campus. **You need to arrange for Aramark services when serving food and/or beverages during an event held in a space booked by Event Services or when your event attendance exceeds 200 people.**

To arrange for Aramark Janitorial Services...

- Call 5-9314 for an initial price quote for services.
- Once you have a quote, submit a purchase order request with the SU Business Managers.

- Contact Aramark with the PO number. **Your request for services will not be scheduled until Aramark has received the PO number.**
- Following your event, Aramark will submit the invoice directly to the SU Business Managers.

All requests made in less than 3 business days of the event will be billed at the emergency rate.

BON APPETIT CATERING

diningservices.wustl.edu/catering

Phone: 5-5054

Fax: 5-8513

Email: wucatering@cafebonappetit.com

- All catering event contracts must be signed and faxed or mailed back to the catering office within 72 hours of your event in order for Bon Appétit to cater your event. Catering contracts must be signed by an OSA staff member.
- Food can be brought into University spaces, however; Bon Appétit has exclusive catering rights to Holmes Lounge and Women's Building Formal Lounge.

OFFICE OF RESIDENTIAL LIFE

reslife.wustl.edu

Phone: 5-5037

Location: Lien Hall

THE VILLAGE OFFICE

Phone: 5-8828

Location: Building 3, The Village

The Village Office books space in the Village and Millbrook.

Cleaning Specifics:

South 40 and Village spaces will be cleaned by the regular cleaning service. However, if they must do excessive cleaning, your groups will be responsible for the additional charges.

NEED HELP PLANNING YOUR EVENT?

Sign-up for an Advisor of the Day meeting in the Office of Student Activities, Room 270 in the Danforth University Center. Advisor of the Day Hours are TUES (3-5), WED (2-4), and THURS (2-4).