

GLOBE ROOM



GONZAGA UNIVERSITY EVENT SERVICE TEAM, GUEST

EVENT GUIDE

We are looking forward to your event in the Globe Room, located in Cataldo Hall on the Gonzaga University Campus. This building hosts many student activities, dances, guest speakers, wedding receptions, and a variety of social events. Below are some helpful tips to consider when planning your special event. Please review these upon receipt and contact your Event Manager with any questions, or to make any special arrangements.



Advertising

Use of Gonzaga's name, logo, or other brand features without prior approval is not permitted. Promotional advertising cannot mimic or resemble Gonzaga's graphics, text, or other aspects of Gonzaga's "look and feel." Promotional advertising may not suggest Gonzaga's endorsement or partnership. Ads linking to Gonzaga's branded content may make limited references to Gonzaga in the creative material in order to clarify the destination of the ads.

Catering Info for Sodexo

Flavours by Sodexo is the exclusive caterer within Cataldo Hall and can be reached by calling 509-313-6902. You may also view their menus online at <https://zagdining.sodexomyway.com/catering>.

Decoration Guidelines

Any group wishing to use decorations at their event must consult their Event Manager before contracting/renting those items. Decorations must be safe and they should not present a safety hazard in any way.

Decorations Permitted: Ribbon, flowers, vases, crepe paper, fabric, blue painters tape, paper, cardboard, UL approved decorative lights and string. All decorations must be nonflammable.

The following are not permitted:

1. The use of tape, glue, thumbtacks or adhesive to affix decorations on the walls, ceilings, frames, columns, floors or staging is not permitted unless it is approved by GUEST.
2. Pictures are not to be removed from walls.

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3. Helium balloons are not allowed inside the center. Balloons can be affixed to sandwich boards outdoors, to direct guests to event.
4. No open flames.
5. Decorations with a diameter smaller than 1-inch are not allowed without permission of the Hemmingson Center Director. This includes but is not limited to glitter, confetti, birdseed, bubbles, beads, marbles, pebbles, etc. The only items allowed outside the building are bubbles and birdseed.
6. The use of paint is prohibited without approval of the Hemmingson Center Director.
7. Smoke or fog, which interfere with smoke detectors, are not allowed.

Emergency Preparedness

Please consult your Event Manager regarding emergency messaging and exit plans, to share with attendees.

Event Vendor Access (To include any and all music DJs, decorators, photographers, bakeries, etc.)

Please communicate the building hours of operations to any 3rd party vendor and make special arrangements with your Event Manager for the use of the freight elevator, early access to event space, and agreed upon usage times.

Helpful Tips for Winter Weather:

Please remind your attendees to wear proper footwear (good treaded shoes) when arriving on campus. Depending on the location of the meeting or event, attendees may have to walk a minimum of 1 city block, but could expand to 6 blocks, based on the size of the campus.

Important Phone Numbers

- Cheryl Johnston (*Assistant Director, Conference/Event Services*) 509-313-6851
- Vivi Windsor (*Senior Event Manager*) 509-313-6860
- Tere Graham (*Event Manager*) 509-313-6859
- Wayne Shadd (*Event Manager*) 509-313-7217
- Patrick Pajak (*Event/Office Coordinator*) 509-313-6857
- Welcome Desk 509-313-6942

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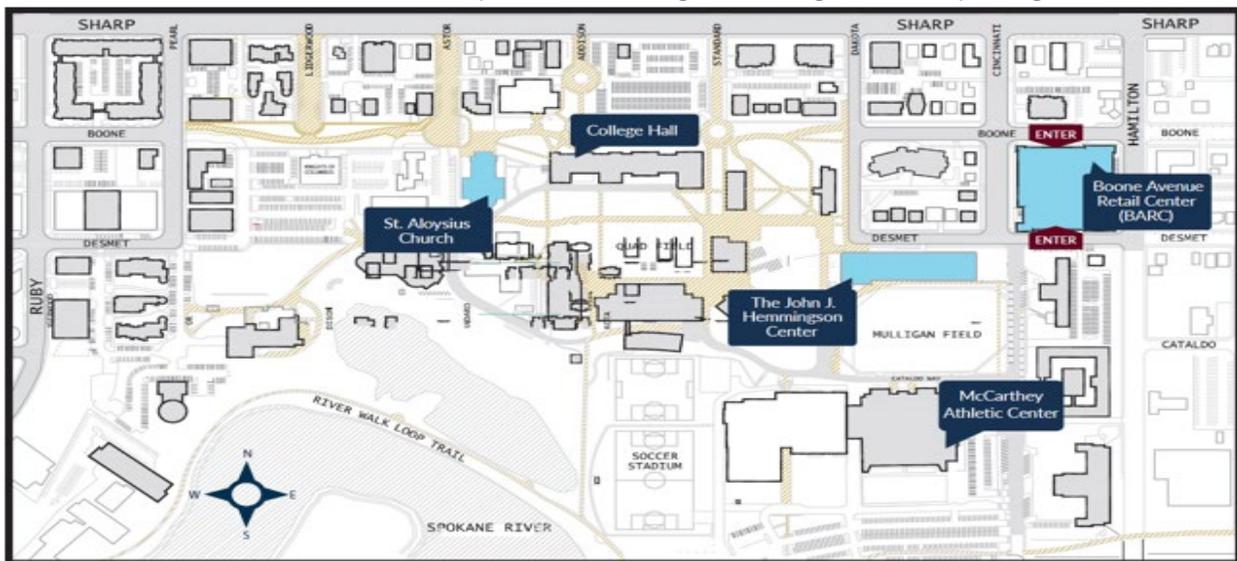
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Parking

A convenient parking garage is located in the BARC, off of Hamilton Street, just one block east of Hemmingson Center. There is complimentary parking for guests on the 3rd and 4th floor.

There is also a parking lot closer to Cataldo Hall, which can accommodate event parking, outside of standard business hours.

Please consult with your Event Manager to arrange attendee parking.



Directions from I-90 via Division Exit

- Take exit 281 for HWY 2 East/HWY 395 North towards Newport/Colville and Division St.
- While headed north on Division/Ruby turn right onto E. Sharp Ave.
- Turn right onto Astor St., Cataldo Hall and the parking lot will be on your left.

Directions from I-90 Hamilton Exit

- Take exit 282 for Trent Ave/Hamilton St/290 E. (Exit 282A if headed west on I-90).
- While headed north on Hamilton turn left onto Sharp Ave.
- Turn left onto Astor St., Cataldo Hall and the parking lot will be your left.

Rental Fees

\$1,500 for 5+ hours (Events in the space for less than 5 hours may qualify for a reduced rate)

Sandwich Boards – we provide use of sandwich boards for exterior use only. These are not allowed inside any of the buildings where meetings may occur.

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Shipping/Mail Room

The Mail Room is located on the street level of the BARC at 817 E. Desmet Ave. Services available include sending and receiving mail via USPS, FEDEX, UPS and DHL. Should your event include a large tradeshow with numerous packages and exhibit displays, special arrangements need to be made with your Event Manager, a minimum of 45 days in advance. Mail Services regular hours are Monday–Friday 8:00am – 5:00pm and 8:00am – 4:30pm during the Summer Sessions. Mail Services is closed on weekends and observes all GU Holidays.

Incoming mail should be shipped to your Event Manager at the address below:

Event Manager **NAME**
Hold for **EVENT NAME**
Gonzaga University MSC 2614
502 E Boone Ave
Spokane, WA 99258

If you are interested in booking a date, please visit schedule.gonzaga.edu to submit an event request form. We look forward to working with you to create a memorable event!

