

# WashU Community Engagement Office

## Space Rentals

The WashU Community Engagement Office, located at the Delmar DivINe, embodies WashU's commitment to bridging connections with our surrounding community. This vibrant space is dedicated to fostering collaboration and building meaningful relationships.

### WashU Community Engagement Office Address:

Delmar DivINe, Suite A100  
5501 Delmar Blvd.  
St. Louis, MO 63112

Reservations for the various spaces at the Delmar DivINe can be requested by internal Washington University groups as well as external community-based organizations. To begin the reservation process, please submit the [WashU Community Engagement Office - Space Rental Form](#).

The details below outline the space configurations and capacity for each workstation, huddle space, conference room, and classroom.

- **Workstations** - Capacity: 1
- **Huddles/Conference Rooms** - Capacity: 3-5
- **WashU Classroom** - Capacity: 25

### Hours of Availability

The WashU Community Engagement Office accepts space rental requests that fall during the traditional "working" hours of Monday – Friday, 8:30 a.m. - 5:30 p.m.

### Check In

You will check-in at the front desk of the Delmar DivINe, and they will escort you to the WashU Community Engagement Office where the Office Manager will get you and your group situated for your space rental.

For groups of more than 5, you will be required to submit your guest list to the Office Manager ([stlouis@wustl.edu](mailto:stlouis@wustl.edu)) 48 business hours in advance of your reservation to ensure smooth check-in.

You will be expected to meet your guests at the Delmar DivINe security reception upon their arrival and bring them to your reserved space. We are not able to provide reception services for rentals at this time.

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### Food/Beverage Considerations

Due to logistical constraints, the WashU Community Engagement Office is not able to support food and beverage considerations as part of our space rental process; however, we are happy to provide recommendations for nearby establishments that can fulfill food or beverage needs. Please email [stlouis@wustl.edu](mailto:stlouis@wustl.edu) for recommendations.