



EVENTS & CONFERENCES at the Rogalski Center

Built in 2004 and located in the center of the St. Ambrose University Campus, the Rogalski Center has an open-air, spacious design with numerous windows to let in natural light and enhance the ambiance of any event or occasion.

The building consists of three floors and can accommodate any group size – from as small as 10 guests up to 600 guests – to meet the needs of your special occasion. Our vast ballroom can be used in its entirety or divided into smaller venues for more intimate settings; the style and needs can be customized to suit any event from wedding receptions, concerts, business meetings, award ceremonies, community events, social gatherings, holiday parties, along with various other events.

We understand that the needs and preferences for each person is different, and we strive to provide you with our outstanding professional customer service in order to give you a one-of-a-kind and exceptional experience.

Benefits

- . The option of renting various media equipment along with the use of some of the most modern amenities and technology, including a wireless internet connection throughout the building
- . The use of our in-house catering service, Sodexo, who will work with you for all of your catering needs
- . Ample parking for your guests
- . The use of campus security
- . The use of our food court for non-catered events during the school year where our experienced staff provides fresh food daily to complement any business luncheon.

To inquire more about the Rogalski Center, take a tour, or book your event, please contact St. Ambrose University Events Coordinator, Sophia Pierce, at (563) 333-6253.



WEDDINGS at the Rogalski Center

Choosing the appropriate location for your wedding reception can be a very stressful task. The St. Ambrose University Rogalski Center is a premier venue in the Quad Cities offering flexibility and amenities unique to the area.

- Can accommodate any size group from as small as 10 to as large as 600.
- Our entire building has wireless technology capabilities, equipped with internet connections in all areas and the option to rent various media equipment.
- Our catering partner Sodexo's award-winning chefs have created spectacular wedding menus, from Hors d'oeuvres to dinner to buffets. If you have special catering needs, we will work with you to create the perfect menu, unique to your special day.
- We offer you the ability to bring things in to your reception including wedding cakes, mints, candies, etc. We can also provide a list of vendors that can assist you with coordinating centerpieces, decorations, and any other entertainment you desire for your reception.

Our wedding packages are designed to be inclusive; we provide everything you need for your reception including:

- Standard white or ivory table cloths for guest and head tables
- Linen and skirting for the food, guest book, gift, cake, DJ, and head tables, & table numbers
- Decorative linen to compliment your wedding colors
- Variety of colored napkins (ask your Caterer Representative to see samples)
- Set up of tables and buffets and clean up at the end of reception.
- Coffee, water, cold beverage service (choice of two: lemonade, fruit punch, or ice tea).
- Cutting and serving of wedding cake.
- Organized release of tables for buffet.
- Lighting of candles
- Campus security
- Hardwood dance floor & use of grand piano
- Large parking area

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For full-time students, faculty and staff:

1. University groups' requests for space are given a priority over non-university groups.
2. In prioritizing use for on-campus groups, students' needs are considered first, faculty/staff second.
3. Student organizations must have events/meetings approved by Student Activities prior to contacting the Event Coordinator. Only those students listed as officers or who have been approved and added to Event Services contact list will be allowed to make reservations.
4. Understanding that some student events are booked no sooner than a semester in advance and some with much less notice, the Event Coordinator works closely with Student Services to assure students a high degree of access to premium spaces in the Rogalski Center (such as the ballroom or sections of it). Student organizations are asked to anticipate large event needs as best as possible and make tentative room reservations, with the understanding that they may be contacted and asked to explore alternative spaces that might be available.
5. Those campus offices and departments who have regular needs for premium space should reserve this space at least a year in advance, since outside groups will be allowed to reserve space after that point. This does not mean that such space will not be available within that period, but its availability cannot be reasonably assured.
6. When making a reservation, be able to answer the following questions. This will greatly aid the Event Coordinator in assessing space availability and needs:
 - a. What is the date of event?
 - b. What is the purpose of event?
 - c. What is the intent for the space?
 - d. When will the event start and end? (Normal Rogalski Center hours are 7 a.m. –midnight; requests by groups wishing to extend their event times beyond these hours are considered on a case-by-case basis.)
 - e. How many people will be attending?
 - f. What is the ratio of SAU vs. non-SAU attendees?
 - g. Any room preference?
 - h. What is the event name?
 - i. Will you require catering?
 - j. Will alcohol be served?
 - k. What type of setup is needed?
 - l. What A/V needs do you anticipate?
 - m. What are alternative dates and times?
7. The University reserves the right to be informed of the nature and content of the event and may request supporting materials in order to determine whether an event is in conflict with the University's mission and policies.
8. Confirmation is subject to availability and scheduled activities on campus. Every effort is made to accommodate groups in the space requested, but at times, a group may be asked to move to another comparable space when reasonably possible.
9. A group may request a space be held tentatively and will be consulted if another request for that space is received. At that time, the group who has made the first request will be given the opportunity to make a firm reservation for the space or release it.

11. Large events with extensive room setup, catering and/or equipment require a minimum of six weeks advance scheduling with the Event Coordinator. A representative of your group must complete the Rogalski Center Usage Policy and Lease Agreement, available from the Event Coordinator. Less extensive room use needs may be requested closer to the function and are accommodated on a first-come, first-served basis.
12. Large event requests made with less than six weeks notice may still be considered. However, room and equipment availability may be limited as a result of the short advance notice.
13. Changes to your reservation and/or cancellations must be made in writing to the Event Coordinator. There is no cancellation charge for space, although charges may be incurred for catering per the group's contract with Sodexo. If written cancellation is not received (constituting a no-show violation), a group may lose its privileges for reserving space on campus.
14. Room rental charges:
 - a. Full-time faculty, staff and students who wish to reserve rooms or portions of facilities for university events pay no room/facility rental charge, even if an event fee is being charged to attendees. It is assumed that such fees are used to defray the department's costs for the event and that any profit is returned to the department's or University's budget.
 - b. Full-time faculty, staff and students who wish to reserve rooms or portions of facilities for personal use pay 50% of the room/facility rental charge. Reservations for this type of event may be made no more than 12 months in advance, with some exceptions. Such exceptions include those summer months when it is anticipated that on-campus events will be minimal. In these instances, reservation requests are handled on a case-by-case basis and can be made only for the next summer. A table follows delineating those periods when only University events are scheduled.
 - c. Arrangements for equipment rental, setup and security are made through the Event Coordinator and are charged separately at the full rate. Standard policies regarding the number of security personnel required, parking arrangements, etc., apply.
 - d. Arrangements for catering are made through the Event Coordinator and are charged separately. Sodexo is the only approved food service provider for St. Ambrose University.
 - e. Events scheduled during University holidays or when the University is closed may be subject to additional charges.

Alumni and non-university groups

1. All reservations for space by outside groups are made through the Event Coordinator.
2. Reservations may be made no more than 12 months in advance, with some exceptions. Such exceptions include those summer months when it is anticipated that on-campus events will be minimal. In these instances, reservation requests are handled on a case-by-case basis and can be made only for the next summer. A table follows delineating those periods when only University events are scheduled.

3. Reservations are processed in the order in which they are received. As stipulated in the Rogalski Center Usage Policy, room reservations will not be held without a deposit.
4. The full room rental rate is applied to all outside (non-SAU) groups. Non-profit organizations receive a 25 percent reduction in room rental charges only. Organizations may be asked to provide proof of 501(c)(3) status.
5. Based upon your event's needs and the availability of different spaces on campus, the Event Coordinator will recommend suitable spaces.
6. Arrangements for equipment rental, setup and security are made through the Event Coordinator and are detailed in the Rogalski Center Usage Policy and Lease Agreement.
7. Arrangements for catering are made through the Event Coordinator and are charged separately. Sodexo is the only approved food service provider for St. Ambrose University.
8. Events scheduled during university holidays or when the University is closed may be subject to an additional charge.
9. The university reserves the right to be informed of the nature and content of the event and may request supporting materials in order to determine whether an event is in conflict with the university's mission and policies.

EVENT	DATE	TIME	DEPARTMENT
Welcome Week	Wednesday - Sunday before the 1st day of classes in August	Day and Evening Events	Student Activities and CAB
Homecoming Week	Monday - Sunday typically 1st or 2nd weekend in October (Set in conjunction with the football schedule)	Mostly evening events but some day events Friday	Student activities and Alumni relations
Family Weekend	Friday - Sunday typically 1st or 2nd weekend in November (set in conjunction with the football schedule)	Friday - evening events Saturday - all day events Sunday - morning/early afternoon	Student Activities and CAB
Fall semester finals week and commencement	Monday - Saturday prior to commencement Saturday in December	Day and Evening Events	Entire Campus
Welcome Back Week	Tuesday - Saturday (Tuesday is the day before classes start in January and then those first few days into the semester)	All Evening Events	Student Activities and CAB
Siblings Weekend	Friday - Sunday typically the 3rd or 4th weekend in February (set in conjunction with the basketball schedule)	Friday - events Saturday - all day Sunday - morning	Student Activities and CAB
SOM day Weekend	Friday - Saturday always the last weekend prior to the last week of classes in April	From noon on Friday until midnight on Saturday	Student Activities and CAB
Spring semester finals week and commencement	Monday - Sunday prior to commencement Sunday in May	Day and Evening Events	Entire Campus

CATERING

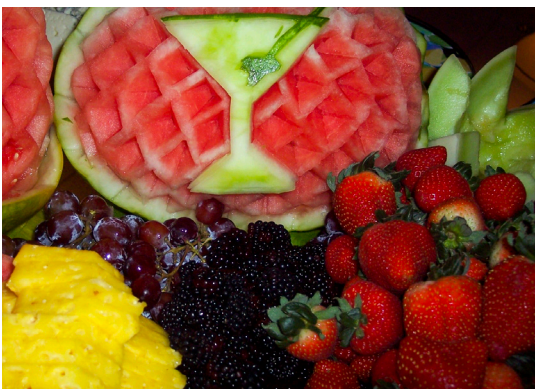
at the Rogalski Center

Provided by: Sodexo

St. Ambrose University Catering Services is proud to present our service guide to you. The following pages reflect the many options available. Our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff.

Our trained, professional culinary staff is dedicated to providing the highest level of catering services. Our skilled Executive Chef and his assistants participate in their profession through on-going training and contacts throughout the food and beverage industry. They have dedicated their careers to the lure of food. The quality of your food, however, does not rest upon the Chefs alone. Our Catering Staff receives monthly training on food and beverage services, as well as day-to-day experience on the job. While we place tremendous emphasis on the food, we take special pride in our service. The sales office is devoted to handling your every need.

We believe this brochure provides you with fresh, contemporary menus. Remember, though, this menu represents only a starting point. We will assist with planning your event and offer creative menus, elegant presentations and thoughtful service to provide your guests with a pleasant experience. Always remember that we are here to serve you, and we look forward to the opportunity.



ENTRÉES at the Rogalski Center

BUFFET INCLUDES:

- Mixed Garden Salad with Choice of Dressings
- Choice of Entrée(s)
- One Starch
- One Vegetable
- Dinner Rolls & Butter

DELI SALADS

- Caesar Salad with Garlic Croutons and Shaved Parmigiano-Reggiano
- Baby Greens, Apples, Pears, Candied Walnuts, Gorgonzola and Raspberry Dressing
- Fresh Spinach, Mandarin Oranges and Ginger Vinaigrette
- Vine-Ripened Tomatoes, Fresh Mozzarella, Basil and Balsamic Vinaigrette Dressing
- Mesclun Greens, Teardrop Tomatoes and Shallot Vinaigrette

VEGETABLES

- Oven Roasted Mediterranean Vegetables with Olive Oil and Garlic
- Seasoned Green Beans with Lemon Oil and Lemon Zest
- Fresh Iowa Corn with Chipotle Maple Glaze
- Jicama Slaw with Citrus Vinaigrette
- Grilled Asparagus with Yellow Peppers
- Roasted Eggplant, Zucchini, Yellow Squash, and Red Onions
- Garlic Sautéed Broccolini and French Baby Carrots with Green tips
- Sautéed Seasonal Vegetables
- Honey Glazed Baby Carrots

GRAINS AND POTATOES

- Garlic Whipped Potatoes
- Horseradish Whipped Potatoes
- Roasted Garlic and Rosemary Red Skin Potatoes
- Vegetable Risotto
- Potato Gratin
- Herbed Israeli Couscous
- Long Grain Rice with Wild Mushrooms
- Apple Thyme Dressing
- Moroccan Saffron Rice
- Red Beans and Rice
- Baked Potatoes and appropriate sides

Additional sides may be added for additional charge
** You may upgrade your selections at an additional charge



DINNER BUFFETS

at the Rogalski Center

BUFFET INCLUDES:

- Mixed Garden Salad with Choice of Dressings
- Choice of Entrée(s)
- One Starch
- One Vegetable
- Dinner Rolls & Butter
- Beverages

VEGETARIAN

- Grilled, Pesto Marinated Vegetable Stack with Crumbled Gorgonzola and Balsamic Vinaigrette
- Spinach Lasagna with Parmesan, Mozzarella, and Ricotta
- Cheese Tortellini with Pesto Cream and Shaved Asiago
- Penne with Sun-Dried Tomatoes, Asparagus and Mushrooms with Pesto
- Carmelized Shallot Risotto with Sautéed Wild Mushrooms

POULTRY

- Tomato-Basil Chicken
- Chicken Roulade with Caramelized Onion Sauce
- Pecan Crusted Chicken with Lemon Maple Bourbon Butter
- Chicken Marsala with Sautéed Mushrooms
- Chicken Piccata with Capers and Lemon Butter
- For an additional charge:
- Muscovy Duck Breast with Orange Chipotle Sauce **

STEAKS AND CHOPS

- Beef Medallions with Green Peppercorn Brandy Sauce
- Oven Roasted Apple Wood Bacon Wrapped Pork Loin
- Maple-Thyme Roast Pork Loin
- Honey Spiral Ham

For an additional charge:

- Prime Rib of Beef au Jus with Horseradish Cream **
- Grilled and Marinated Flank Steak with Mushroom-Thyme Sauce **

SEAFOOD

- Poached Salmon Court Bouillon with Red Pepper Cream Sauce
- Parmesan Risotto with Shrimp, Asparagus, Sun-Dried Tomatoes, and Fennel
- Spicy Herb Encrusted Salmon with Honey Teriyaki Glaze
- Grilled Salmon Fillet with Dill Butter

For an additional charge:

- Prawns and Scallops in Chardonnay Cream

** Additional charges may apply based on market price

SERVED DINNERS at the Rogalski Center

DINNER INCLUDES:

- Choice of tossed, Caesar or spinach salad, choice of Entrée(s)
- One Starch chosen from the buffet choices
- One Vegetable chosen from the buffet choices
- Dinner Rolls & Butter

Additional labor charge of \$3/person will be added
** You may upgrade your selections at an additional charge

VEGETARIAN ENTRÉES

- Grilled Vegetable Stack
Grilled, Pesto marinated vegetable stack with crumbled Gorgonzola and Balsamic vinaigrette
- Eggplant Parmesan
Lightly breaded eggplant, baked in marinara and topped with mozzarella cheese, served with fresh pasta and sautéed zucchini.

DINNER ENTRÉES

- Apple Wood Bacon Wrapped Pork Loin with Maple sauce
- Chicken Roulade
Tender chicken breasts rolled with ham, spinach, and mushrooms, finished with caramelized onion sauce
- Pan Roasted New York Strip with Green Peppercorn Brandy Sauce
- Spicy Herb Encrusted Salmon
Fresh salmon filets with honey teriyaki glaze
- Tomato-Basil Chicken
Herb roasted chicken breast topped with fresh mozzarella cheese and a light tomato-basil sauce
- Our Signature Iowa Maple Thyme Roast Pork Loin
- Iowa Beef Medallions with Green Peppercorn Brandy Sauce



BEVERAGES

at the Rogalski Center

WINE LIST

Our Catering Representatives would be happy to help you select the wine that best compliments the food at your Special Event.

HOST OR CASH BARS

- Our Catering Representatives would also be very happy to help you with any alcohol needs for your Special Event.
- We use only Premium Liquor for our Catering Events.
- We feature Domestic and Imported Bottled Beers and Kegs.
- A variety of House Wines and Sodas may also be purchased for your guests.
- Please see the Rogalski Center website for complete alcohol guidelines and fees, www.sau.edu/RogalskiCenter.

COCKTAIL OPTIONS

- Premium Cocktails
- Domestic Bottled Beers
- Imported Bottled Beers
- Domestic Kegs
- Imported Kegs
- House Wines by the Glass
- House Wines by the Bottle
- House Champagne by the Bottle
- Moscato d'Asti by the Bottle
- Sodas by the Glass

pricing available upon request

ADDITIONAL SERVICES

- Champagne Service For Whole Room
- Extra Skirted Tables For Candy Tables
- Chocolate Fountain

NOTE

- Disposable glasses are used at all times in the Rogalski Conference Center.
- No alcoholic beverages may be brought onto the St. Ambrose University Campus
- All food and/or alcoholic beverages must be purchased through Sodexo

** Additional charges may apply based on market price

