University Dining Facilities

Alumnae Dining Room

The Alumnae Dining Room seats up to 400 people. Tables are round, seating six to eight people per table. Some rectangular tables are available for head tables, registration, gifts, etc.

The Alumnae Dining Room can be used for dinner events or for lectures and workshops of up to 400 people, with the tables remaining. A sound system is included.

Lighting consists of recessed lamps in the ceiling and several large multi-light chandeliers on a dimmer switch. This room measures 85 X 85 feet, with a retractable divider along the wall adjacent to the corridor. The east and south walls consist of large, gothic, arched windows, giving a beautiful view of the campus. Decorations for events should be limited to table decorations. Signs by sponsoring businesses may not display pictures of alcoholic beverages.

Rental cost is $900; special set-up fee is $100.

Dining Rooms may be combined by opening the curtains between both rooms and the area used for one event, such as a reception and dinner/dance. Wedding receptions may be scheduled in the Alumnae Dining Room during late spring and summer, from one week following May commencement until one week before the start of the Fall semester, and when students are on break.

North Dining Room

The North Dining Room, immediately across the corridor from the Alumnae Dining Room, may be reserved for groups of up to 100 people for smaller dinners or receptions. The north wall is made up of gothic, arched windows and the south wall consists of a retractable curtain along the corridor. Lighting fixtures are similar to those in the Alumnae Dining Room. For lecture-style events, 180 people can be seated in the North Dining Room with the tables removed.

Rental cost is $500; special set-up fee is $100.

Mount Mary University is located in a residential area on Milwaukee’s northwest side. The University is on 92nd Street, between Burleigh and Center Streets. Visitors enter the visitor parking lot off of 92nd Street. We are easily accessible from the freeway and offer ample off-street parking in lighted lots. The University’s Gothic-inspired buildings are nestled on 80 beautiful acres facing the Menomonee River Parkway. We offer an attractive, convenient and affordable setting for your meeting, lecture, reception or dinner event.

For more information about facilities rental and event planning, please contact:

- Manager of Campus Facilities (414) 256-1227
- Catering/Food Service (FSI) (414) 256-0162
- Housing/Director of Residence (414) 256-0169
- Athletic Facilities (414) 443-3636

mtmary.edu

Mount Mary University
2900 North Menomonee River Parkway
Milwaukee, WI 53222-4597

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Other Services

Catering and Beverage Service

Catering and related arrangements must be made separately through Mount Mary’s food service contractor (FSI). No outside catering can be used in campus facilities. For information about beverage services, call the catering manager at (414) 256-0162.

Housing and Overnight Accommodations

Caroline Hall is the University’s on-campus residence hall. On-campus housing may be reserved during summer months on an as-available basis. Arrangements must be made in advance.

Contact the Director of Residence for more information at (414) 256-0169. Accommodations are also available in nearby hotels and motels.

Our Lady Chapel

Our Lady Chapel is available for rental only by Mount Mary alumnae, students, staff and their family members and associates for weddings and anniversary liturgies.

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General Policies for Facilities Rental

- All advertising done by groups using Mount Mary facilities must be approved by the Mount Mary Office of University Communications before the advertisements are sent out to the media/public. All copies of brochures and advertisements must be filed with the Campus Facilities Manager.
- Required Deposits: Alumnae Dining Room, North Dining Room or Helfaer Hall – $200; Stiemke Memorial Hall – $150; Alumnae Conference Center – $100. Deposits must be returned with the rental application. Once an application has been approved, deposits are nonrefundable and will be applied to the rental fee. Rental applications are available from the Manager of Campus Facilities or online at mtmary.edu.
- All remaining rental fees must be paid in full 10 working days prior to the event.
- No staples, tape, glue or nails will be allowed on walls, ceilings or fixtures in any room on campus.
- No latex balloons are allowed on campus. Mylar or non-latex may be used.
- Evening events must conclude by midnight. Exceptions need permission from the Director of Public Safety.
- The Director of Public Safety may require the renting party to engage an extra Security Officer through the Public Safety Office for a very large event, one where alcoholic beverages are served, or when there are other security concerns. (Extra security at $20 per hour, subject to change.)
- A certificate of insurance is required of all groups, naming Mount Mary University as an insured for the date of facility use. Coverage must be $1,000,000 (the minimum amount required by our insurance agent.)
- If the University is unable to perform any of its obligations under its agreement by reason of fire, strikes, civil disturbances, acts of God, unavoidable casualties, public carrier delays, inability to obtain necessary supplies, or acts of public authorities, such obligations on the part of the University shall immediately terminate.

Note: All rental rates are subject to change without notice. Please see mtmary.edu for complete terms and conditions.

Parking

Ample off-street parking in lighted lots is available on campus, accessible via 92nd Street.

University Meeting Rooms

The following rooms may be available at certain times for use by outside groups:

Helfaer Hall
- Includes 99 arm chairs and 45 padded folding chairs. Tables can accommodate 40-60 people.
- Cost is $200 per half day or evening
- Special set-ups are charged a $75 setup fee
- Piano available at a $50 additional cost

Alumnae Conference Center
- Includes tables and chairs for up to 30 people.
- Cost is $75 per half day or $100 per full day

Stiemke Memorial Hall
- Accommodates up to 100 people, chairs only
- Microphone and podium included
- Cost is $150 for a half day or evening
- Special set-ups are charged a $75 setup fee

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