

LSL RESIDENT MEETING PERMIT

for

Lake Saint Louis Civic Center

Name of Applicant: _____ Phone: _____

Address of Applicant: _____

Organization: _____

Facility Requested:

Board of Aldermen Meeting Room _____

Board of Aldermen Conference Room _____

Date Requested*: _____ Hours: From _____ To _____

Day: (circle) M T W T F

Approximate Number of People: _____

Purpose of Meeting: _____

*Rooms may not be reserved more than 30 days in advance.

The undersigned agrees to:

- Pay \$100 cash deposit, refundable next business day pending inspection of room
- Clean room and replace furniture or pay cost of cleanup @ \$ _____ per hour
- Consume NO food or drink in meeting rooms
- Not bring in equipment without written permission
- Itemize any use of special equipment requested

NOTICE: The City reserves the right to cancel reservations at any time.

HOLD HARMLESS AGREEMENT

I (We) agree to indemnify and save harmless the City of Lake Saint Louis from any claim, damage or loss by reason of any accident, injury or damage to myself or any person or property belonging to my group, which might occur during the course of use or participation in activities in the Civic Center.

Signature of Applicant

Date

Printed Name of Applicant

Approval given by: _____ Date: _____

Meeting Room inspected by: _____ Date: _____

Refund in Full: YES NO (Circle one) If "NO," attach explanation.

REGULATIONS GOVERNING USE OF CIVIC CENTER FACILITIES

In order to establish controls concerning the use of the facilities in the Civic Center by outside groups, the following shall apply:

1. An application for use of the facilities shall be filed with the City Clerk/Licensing Office, who shall schedule the use of the room. City functions shall have priority over all other activities.
2. Use of the facilities shall be restricted to non-profit civic groups or organizations, not for retail/social functions.
3. The City shall have the right to countermand the use of any of the facilities at any time if it is considered in the best interest of the City.
4. No equipment shall be brought into the building without written permission.
5. No fee shall be charged for admission to any function held in the building.
6. The building shall be closed on all City holidays.
7. The person whose signature appears on the application must provide identification, must be a resident of Lake Saint Louis and shall be responsible for the proper use of the facilities, for fulfilling the provisions of these regulations and for the orderly conduct of the meeting.
8. Groups using the facilities shall leave them in a neat, orderly condition. The cost of any cleanup necessary will be charged to the applicant.
9. Hours of availability will be from 6 p.m. to 10 p.m., Monday – Friday (after business hours) – *no weekends*
10. A cash deposit of \$100 shall be collected at the time of application and shall be refunded in full, less the cost for clean up or damages to the facility. (See Inspection List attached.)
11. Applicant, **with proper identification and original deposit receipt**, must pick up the cash deposit during normal business hours (8:30 a.m. – 5:00 p.m., Monday – Friday, excluding holidays) the day after the meeting or as soon as possible.
12. No food or drink shall be allowed in meeting rooms.
13. Rooms may not be reserved more than 30 days in advance.

Failure to follow the above Regulations will result in forfeiture of the deposit.

Signature of Applicant

Date

INSPECTION LIST

- | | | |
|--|-----|----|
| • Tables have been replaced in original position | YES | NO |
| • Chairs have been replaced in original position | YES | NO |
| • Any apparent damage to furniture | YES | NO |

GENERAL CLEANLINESS:

- | | | |
|--------------------------------------|-----|----|
| • Walls are clean | YES | NO |
| • Carpets are clean | YES | NO |
| • Furniture is clean | YES | NO |
| • Any complaints regarding clean up: | YES | NO |
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-
-

- | | | |
|--------------------------------------|-----|----|
| • SHOULD DEPOSIT BE REFUNDED IN FULL | YES | NO |
|--------------------------------------|-----|----|