

City Hall
200 Civic Center Drive
Lake Saint Louis, MO 63367



Phone (636) 625-1200
Fax (636) 625-4229
cityclerk@lakesaintlouis.com

ROOM RESERVATION APPLICATION

(Applicants must be non-profit groups or organizations)

Name of Applicant _____

Phone _____ Email Address _____

Address of Applicant _____

Organization _____

Facility Requested: Council Chamber (capacity 90)

Conference Room (capacity 40)

Date Requested _____ (Time) From _____ To _____

Day M T W TH F

Purpose of Meeting _____ Estimated # of People _____

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 hourly rate of cleanup costs
- Consume NO food or drink in meeting rooms
- No equipment may be brought in without written permission
- Failure to return pass key to the Police Dept. immediately after meeting will result in a \$50 forfeiture of the deposit

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.

Applicant Name _____ Signature _____ Date _____
(Printed)

Applicant must also read and sign page 2

REGULATIONS GOVERNING USE OF CIVIC CENTER FACILITIES

In order to establish controls concerning the use of the facilities in the City Hall 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 pm to 10 pm, 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)
11. Applicant, **with proper identification and original deposit receipt**, must pick up the cash deposit from the finance dept. during normal business hours (8:30 am – 5:00 pm, Monday – Friday, excluding holidays) the next business day after the meeting.
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.
CITY FACILITIES ARE UNDER VIDEO SURVEILLANCE**

Applicant Signature _____ Date _____

(Office Use Only) Cash deposit receipt # _____ Date Paid _____

City approval given by: _____ Date _____

INSPECTION LIST (Police Dept. use only)

- 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
- Walls are clean YES NO
- Carpets are clean YES NO
- Furniture is clean YES NO
- Any complaints regarding clean up: _____ YES NO
- Refund in Full (If "NO" attach explanation) YES NO

Room inspected by _____ Date _____