



One Detjen Drive  
St. Louis, MO 63126

**CRESTWOOD GOVERNMENT CENTER MEETING ROOM PERMIT**

**Group Name:** \_\_\_\_\_

**Name, address and telephone numbers of Person responsible** for group conduct and compliance with established rules and regulations:

\_\_\_\_\_  
Name Home Telephone No.

\_\_\_\_\_  
Address Business Telephone No

**Request for use of** \_\_\_\_\_ Board of Aldermen Chambers (Auditorium)  
\_\_\_\_\_ Fire Department Training Room

**Date & Time Requested:** \_\_\_\_\_

**The Purpose of the Meeting:**  
\_\_\_\_\_  
\_\_\_\_\_

**Number of Persons Expected:** \_\_\_\_\_

No liability, either express or implied, will be incurred by City, its agents, servants, and employees, arising out of the use of the premises by permittee, its agents, servants, employees, assigns, successors, invitees and licensees, during the date and time specified above. Permittee agrees to indemnify and save harmless the City, its agents, servants, employees, from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any acts or omissions of

\_\_\_\_\_,  
(name of group)

its agents, servants or employees, including any and all expense, legal or otherwise, which may be incurred by City or its agents, servants or employees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of the city or its agents, servants or employees contributed to such injury or damage.

I also agree to be responsible for securing the meeting area after our use and for any damages incurred in any manner during the period that I occupy the premises.

I have read, understand and agree to the attached Policy and Procedures for use of the Meeting Rooms at the Government Center.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Accepted by:  
\_\_\_\_\_

\_\_\_\_\_  
Fire Dept. Approval Date

\_\_\_\_\_  
City Administrator's Approval Date



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## MEETING ROOM POLICY AND PROCEDURES CRESTWOOD GOVERNMENT CENTER

The use of meeting rooms at the Crestwood Government Center shall be assigned on a scheduled permit basis.

The following rooms may be available for use:

- Aldermanic Chambers - Capacity 130 Persons
- Fire Dept. Training Rm. - Capacity 20 Persons

These rooms shall be made available on a scheduled permit basis to City Boards and Commissions, civic, educational, non-profit and/or resident groups. These rooms are scheduled with the understanding that room use may be cancelled for use by the City. As much prior notice as possible will be given.

These rooms shall not be utilized by business or commercial groups or organizations, or for the purpose of conducting religious services.

### **NO FOOD, DRINK OR SMOKING IS ALLOWED IN THESE ROOMS.**

Procedures to be understood and followed:

- 1) City Boards and Commissions who meet regularly on a given date and time will be scheduled at the beginning of each calendar year.
- 2) All persons or organizations desirous of using a meeting room must first complete the permit application form obtainable in the City Clerk's Office. Civic, Educational, Non-profit or Resident groups should request meeting rooms at least 48 hours in advance of the day of use and no more than one month in advance.
- 3) When proper approvals have been granted, the applicant will be notified. The approved permit form must be in the possession of the group leader at the time they occupy the meeting room. Copies of this form will be kept on file in the City Clerk's Office, along with the scheduling calendar. The scheduling calendar will be kept in City Clerk's Office and a copy of same given to Police Dispatcher at the beginning of each month.
- 4) For use of the Aldermanic Chambers in the evening, a key to unlock the Chambers is available from the Police Dispatcher. Your drivers license will be required, and will be returned when the key is returned to the dispatcher. Chambers must be locked after use. Failure to comply can result in revoking the permit or disallowing additional permit applications
- 5) All groups must abide by the starting and finishing time assigned on the approval form.
- 6) LOUD, BOISTEROUS, RUDE OR OTHER SIMILAR UNACCEPTABLE CONDUCT SHALL BE GROUNDS FOR REVOKING PERMIT OR DISALLOWING ADDITIONAL PERMIT APPLICATIONS.
- 7) The applicant signing the permit form will be responsible to see that the room is left in a clean and orderly condition.
- 8) Applicants canceling room reservations are asked to notify the City Clerk's Office as soon as possible.