



Crestwood Parks and Recreation • 9245 Whitecliff Park Lane • Crestwood, MO 63126
(314) 729-4860 • (314) 729-4877 fax • www.ci.crestwood.mo.us

Community Center Rental Application

Renter Information

Contact Person _____ Name of Organization _____

Mailing Address _____

Phone (Home) _____ (Business/Cell) _____

E-Mail _____ Fax _____

Rental Request

Date _____ Day _____ Time _____ to _____

Rooms Desired: Room 105 _____ Room 106/107 _____ Multi-Purpose Room _____ Other _____

Purpose for Rental _____ Attendance _____

Additional Rental Information

Group Status: Merit _____ Resident _____ Non-Resident _____ Resident Business _____ Non-Resident Business _____

Food and/or beverages will be brought into the facility: Yes _____ No _____

In consideration of my/our being permitted to use the Crestwood Community Center on _____ I/we hereby agree that the City of Crestwood, its officers, agents and employees shall not be liable for any injuries, damages or loss of property sustained by me/us (including all my/our guests and participants) arising out of such use, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of the City, its agents, officers or employees. I/we further agree to defend, indemnify and hold the City of Crestwood, its officers, agents and employees, harmless against all claims which may be asserted by others for personal injury, damage or loss of property, liability or expense, including attorney's fees, occasioned by any of my/our acts or omissions, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of the City, its agents, officers or employees.

I/we acknowledge that I/we have read and understand all of the foregoing terms and the rules and regulations on the back of this form.

Name of Organization _____

Authorized Signature _____ DATE _____

For Office Use Only

Rental Fee \$ _____ Refundable Damage Deposit \$ _____ Total Due \$ _____

Down Payment \$ _____ Method of Payment _____ Remaining Balance \$ _____

Balance Paid \$ _____ Method of Payment _____

Director Approval _____ Date _____

Facility Reservation Guidelines

General Policy

- a. All groups and individuals granted use of Crestwood recreation facilities shall be required to comply with all policies and regulations in effect at the time of use. Each lessee agrees that he/she will be in attendance and will be responsible for the actions of those present.
- b. Any individual or group who violates the policies and regulations governing any Crestwood recreation facility may be required by the City to pay for damages to any part of the facility and/or may be denied future use of the facility.
- c. Smoking is regulated in some areas as established by the City. The Community Center is designated as a "Smoke Free" facility. Smokers must go outside to smoke and may not smoke within fifteen (15) feet of any building entrance.
- d. Alcoholic beverages shall be allowed in the Community Center. If liquor is to be sold in the Community Center, the lessee must purchase liquor from the City.
- e. Groups must notify the Department for cancellation of any reservation. Depending upon which facility was reserved and the circumstances of cancellation, the deposit and/or facility use fee may not be refunded.
- f. In compliance with the Americans with Disabilities Act (ADA), the City of Crestwood requires that groups using city facilities do not discriminate on the basis of disability.

Community Center Room Rentals

- a. All persons requesting to use a room must submit an application. This application must be accompanied with payment of a refundable damage deposit. Rental fees paid by check are due 14 days in advance of the event. Rental fees paid for with cash; money order or charge card are due 3 days in advance of the event.
- b. The City of Crestwood reserves the right to refuse any facility request. The parks and recreation department programs have priority. No private event will be canceled once the application has met all requirements and has been approved by the Director of Parks and Recreation.
- c. All events must end by 12:00 midnight. Guests must vacate building by 12:30 a.m. and the caterer and band/DJ must vacate the building by 1:00 a.m.
- d. All damage deposits made by cash or check will be deposited upon receipt with the City. Damage deposits made by submitting a credit card number, will be kept on file with the city until after the event has concluded. If there is damage to the rented facility, all or part of the damage deposit may be retained by the City or the lessee's credit card may be charged. In the event there is no damage, the City's Finance Office will issue a deposit refund check.
- e. The use of any portion of the facility that has not been reserved will result in the loss of 1/2 of the damage deposit.
- f. No liquor may be sold on the premises by any lessee, individual or group under any circumstances. The lessee must contract with the City for all liquor sales. No one under the age of 21 may consume alcohol anywhere on the premises.
- g. No open flame is allowed.
- h. City employees receive a 25% discount off open and closed resident room rental fees on all Community Center rooms except the Multi-purpose Room. The fee for the multi-purpose for open and closed hours will be charged at the "Resident Open Rate". Room use by employees is based upon availability.

Meeting Rooms

- a. Damage deposit and equipment rentals for meeting rooms shall be in accordance with the current Fee Schedule.
- b. Free Use Groups must notify the Department for cancellation of any reservation. Groups who do not provide at least 24 hours advance notice of any reservation cancellation may not be refunded the entire damage deposit amount.
- c. When a room assignment has been made, the availability of that room is then guaranteed to the group holding the permit.

Multi Purpose Room

- a. Damage deposit and equipment rentals for meeting rooms shall be in accordance with the current Fee Schedule.
- b. When a room assignment has been made, the availability of that room is then guaranteed to the group holding the permit.

Kitchen & Kitchenette

- a. The kitchen and kitchenette shall be available for group use only when a facility use permit is issued for the meeting rooms or multi-purpose room.
- b. Any groups using the kitchen(s) for their meetings will be required to clean the sinks, cabinets, appliances, etc. and leave the room in an orderly manner for the damage deposit to be returned.

Additional Information:

Community Center staff will do all clean-up except: a) All decorations must be removed by the lessee. b) Tables are to be cleared off. Lessee renting equipment from private caterers are responsible for the handling of such equipment prior to caterer's arrival. Any equipment brought in by lessee or lessee's agents must have non-marring foot pads. All rented equipment (i.e. dishes, linens, silver, etc.) must be removed at the end of the event. No equipment may be left overnight. Set up times will vary depending on seasonal hours. Access for decorating is permitted one-half hour prior to the start time listed on the contract.

Community Center Rental Fees	Resident or Merit Group Hourly Rate	Non-Resident or Resident Business Hourly Rate	Non-Resident Business Hourly Rate	Refundable Damage Deposit Amount
1 Meeting Room (105, 106, 107)	\$30	\$45	\$55	\$25
2 Meeting Rooms (106 & 107)	\$40	\$55	\$65	\$50
3 Meeting Rooms or 2 Rooms and Lounge	\$55	\$75	\$90	\$75
Multi-Purpose Room (gymnasium)	\$60	\$85	\$105	\$150
Athletic Rental (whole gym)	\$50	\$70	\$85	n/a
Athletic Rental (half gym)	\$25	\$35	\$42.50	n/a

"After Hours" rentals will be charged an additional fee of \$25 per hour.

A three hour minimum is required for all "After Hours" rentals.

During "After Hours" Athletic Rentals the entire Multipurpose Room must be rented.