

CITY CENTER COMMUNITY ROOMS USE APPLICATION

CONTACT INFORMATION

City Center Rooms are available for use by Olivette residents and businesses only.

Organization: (if applicable)	Email Address:
Contact Name:	Telephone:
Address:	
City:	State:
Zip:	

ROOM(S) REQUESTED

Please check the room requesting:

- Single Room A w/Screen(AV) \$75/hr
 Single Room B w/Kitchenette (KITCH) \$75/hr
 Combined Rooms \$150/hr

RESERVATION DETAILS

**City Center Rooms may be requested for use during specified times only.
 Monday - Sunday 7:30 am - 10:00 pm. Use dependent upon availability and event type.**

Date:	Event Type:	Total Attendance:	Will Food/Beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Start & End Time: _____	Event Start & End Time: _____	Clean Up Start & End Time: _____	Will Alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Outside Caterer: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes; name: _____	

Renter is required to set up all tables & chairs and return all tables & chairs to storage.

OFFICE USE ONLY

Date Paid: _____

Paid: Check
 CC Cash

Date Refunded: _____

By: _____

RELEASE AND INDEMNIFICATION

As part of the consideration for this rental, the Applicant **releases** the City and its elected and appointed officials, agents, servants, and employees (collectively, the "City"), from any and all liability for damages, whether due to injury to person or property, resulting from the use of the premises by any Permittee, which term includes the Applicant, the Applicant's agents, servants, employees, contractors, assigns, successors, invitees, or licensees, and any similar person or entity. The Applicant further agrees to **indemnify and save harmless** the City from and against any such damages and from any other loss, liability, cost, or expense, including attorney fees, that may be incurred by the City as a result of any claim, action, or suit asserted, brought, or filed by any Permittee. This **Release and Indemnification** shall apply and pertain to all claims and damages against the City, regardless of whether the Permittee's injury resulted from an act, omission, or negligence of the City, in whole or in part.

I have read and understand this Release and Indemnification and the facility rules, policies and procedures

Signed

City of Olivette Representative

Date: _____

Date: _____

TEMPORARY: November 1, 2022– April 1, 2023

CITY CENTER COMMUNITY ROOMS POLICIES & PROCEDURES

1. **SMOKING POLICY:** This is a smoke free facility. **No smoking is allowed inside or outside of the buildings.**
2. **FACILITY RENTAL:** The City hereby rents to the **Renter 21 years and older**, and the Renter hereby rents from the City, certain portions of the Olivette City Center (the "Facility") on an hourly basis for the activity specified and according to the terms and conditions outlined on the Facility Use Application.
3. **ACTIVITY:** The City rents the Facility to the Renter only for the activity described in the Use Application. All use, including: food, drinks, & activities must be contained within the room specified on the Use Application.
4. **USE HOURS:** Monday-Friday 7:30 am to 10:00 pm dependent upon availability Saturdays-Sundays 7:30 am to 10:00 pm dependent upon availability.
5. **RESIDENTS:** Rooms may be requested by Olivette residents and businesses only; established through an unpaid utility bill.
6. **PERMITTED USES:** meetings, clubs, workshops, trainings **UNPERMITTED USES:** Fundraisers, wedding receptions, birthday parties, retirement parties, repasts, baby showers, sales presentations and other events not defined under permitted uses.
7. **FEES AND DEPOSITS:** Renter hereby submits to the City and the City hereby acknowledges receipt of the following:
 - A. **Full Payment:** Rental fee is due in full upon reservation.
 - C. **Damage Deposit:** A damage deposit of \$350 is required for each rental. The damage deposit is due no later than (30) thirty days prior to the use. The City agrees to return the damage/security deposit to Renter within (30) thirty days following the activity conclusion provided: **1.** The Renter has satisfied all requirements set forth in the attached rules and regulations; **2.** the use has not exceeded the time outlined in the Use Application; **3.** Upon satisfactory inspection of the room.
8. **ALCOHOL:** Permission to serve alcoholic beverages will be granted on the basis of the following conditions:
 - A. Use of alcoholic beverages by the Renter is only for the activity described on the Use Application.
 - B. Alcoholic beverages may only be consumed in the area stated on the Use Application.
 - C. The Renter must provide some type of food when serving alcoholic beverages.
 - D. The Renter must comply with all local, state, and federal liquor laws.
9. **YOUTH:** Youth activities (ages toddler to eighteen years old) are prohibited without the presence of a one adult chaperone (over age 21 years old) per every twelve (12) youth.
10. **CONTRACTS AND NOTICES:** All contracts and notices to the City regarding the Agreement shall be directed to:
City of Olivette, 1140 Dielman Rd, Olivette, MO 63132 T: 314-991-1249 E: opr@olivettemo.com
11. **COMPLIANCE WITH LAWS AND FACILITY RULES:** The Renter and guests shall at all times maintain proper conduct and decorum and shall comply with all laws, ordinances, rules, and regulations of all governmental bodies having the authority over the Facility. Additionally, Renter acknowledges receipt of the Olivette Community Rooms Rules and Regulations and agrees to fully abide by the Rules and to ensure that each guest of the Renter at the Activity abides by the rules.
12. **DAMAGE TO FACILITY PROPERTY.** The Renter shall reimburse the City for all damage to Facility property caused by the Renter or by the Renter's guests, employees, agents or affiliated persons. The \$350 security deposit will be withheld to pay for any damage. Damages in excess of the security deposit will be billed to the Renter.
13. **RENTER'S RELEASE AND INDEMNIFICATION.** A signed application is required for all rentals.
14. **RENTER'S REPRESENTATIVES:** If a corporation/partnership, the Renter represents and warrants to the City that this Agreement has full right, power and authority to execute this Agreement on behalf of the Renter.
15. **MISCELLANEOUS:** This Agreement contains the entire agreement between the parties, may be modified only by written agreement of the parties, and shall be governed by the laws of the State of Missouri, the St Louis County of and the City of Olivette.
16. **REFUNDS:** If the rental is canceled in writing more than (30) thirty days prior to the event, any monies paid in excess the non-refundable deposit will be refunded.
17. **TABLES & CHAIRS:** Renter is responsible for setting up all tables and chairs for use. When event is completed, renter is responsible for **cleaning** and **returning** all tables and chairs to their original positions.
18. **DECORATIONS:** **No decorations, signs or flags of any type are allowed on the exterior of the building or the property. No decorations, flags or signs may be placed in the lobby area. Within the Community Rooms, nothing may be affixed to any interior walls.**