



Meeting Room & Gymnasium Application

Parks & Recreation: Get Out ~ Get Active ~ Let's Play

Dielmann West Dielmann East Community Center #1 Community Center #2 Gymnasium

Date Requested _____ Time _____

**Time requested must include set-up & tear down time as well as actual event time.*

Type of Event _____ Expected Attendance _____

Organization Name _____ Non-Profit ID # _____

Contact Person Name _____ Phone Number _____

Address _____ Email _____

Will refreshments be served? _____ If yes, what? _____

**Food and drink is not allowed in Community Center rooms or the gymnasium and a \$25 fee will apply for food and drink in the Dielmann rooms. Outside alcohol is not allowed in the Dielmann rooms, but is available for purchase through the golf course.*

Fees: Rental Rate _____ X Number of Hours + _____ + Food Fee _____ = Total _____

~~~~~  
**Rental Guidelines**

1. Applicant must be at least 21 years of age, must be present for the entire function from arrival of the first guest to departure of the last guest, and is responsible for group conduct and compliance with stated rules, policies & financial obligation.
2. Full payment is due at time of submitting the application, along with a signed facility use policies and guideline sheet. Rental is not final until renter receives approved application.
3. Rental cancelation more than one (1) month in advance will receive refund, minus \$5 processing fee and check should be payable and sent to: Name \_\_\_\_\_ Address \_\_\_\_\_.
4. Rentals less than one (1) month will receive a rental credit to be used at a later date.
5. Rental set up and clean up time must be included in your paid reservation time.
6. Maximum room capacity by order of the Fire Marshall is 25 for Community Center Meeting rooms 1 and 2, 50 for Dielmann West and 80 for Dielmann East and will be strictly enforced.
7. If you wish to publicize your event, the location cannot be named in newspapers or other publications without approval of the Director of Recreation.
8. Additional fees and charges may be assessed if room is left unsatisfactory or damages occur.

~~~~~  
By signing below, I agree to abide by the above policies. I have read the Policies & Guidelines and will abide by them at the event. In addition to acceptance of these policies, I, the undersigned, intending to be legally bound hereby for myself, my heirs, executors and administrators agree to indemnify and hold the City harmless from, and waive and release, any and all claims for damage, demands, actions and causes of actions against the City of Creve Coeur, its officials, representatives, employees, successors and assigns, for any and all injuries and/or damages occurring during or resulting from my event.

Signature

Date

Approved by Parks & Recreation Representative

Date