



City of St. Robert Parks & Recreation
COMMUNITY CENTER RESERVATION

Office Location: 105 JH Williamson Dr
573-451-2625 or park@saintrobert.com



GENERAL RULES AND REGULATIONS FOR RENTING FACILITY

- You must be at least 21 years old to rent the facility.
- Reservations are taken on a first paid, first served basis.
- Dates are not confirmed until the deposit is paid and applicable forms are turned in.
- Rental fees are due 2 weeks prior to the event.
- Payment can be taken in Check or Cash form only.
- Keys must be picked up no earlier than 30 minutes before the rental time from the St. Robert Police Dept. and turned in immediately after rental time, to the St. Robert Police Dept. Please provide proof of payment and have your ID present.
- Smoking is not permitted inside the building.
- Do not use tacks or other fasteners on the walls or ceilings.
- All materials brought into the premises must be flame resistant and must be removed at the end of the event.
- Simulated smoke machines are not allowed in facility.
- Open flames are not permitted inside or outside of the building.
- Building will remain open for employees to perform maintenance duties.

RULES AND REGULATIONS FOR SELLING ALCOHOL IN FACILITY

- If alcohol is being sold at the event a **Certificate of Liability Insurance** and a **Liquor License** is required to be filed with the City of St. Robert. You may contact any insurance provider to obtain these documents.
- **Non-Profit Organizations:** only if the alcohol that will be sold has been donated to your organization you are *exempt* from filing the above mentioned forms; however, a **Donation Certificate** will still be required to be filed with the City of St. Robert. This can be obtained from the entity that made the donation.

DEPOSIT INFORMATION

All applicants, including Non Profit Organizations and City Employees, must pay a \$100 security deposit for each usage.

- This deposit guarantees your reservation date and covers damage and clean up of the facility.
- This deposit is refundable; once the facility is checked and approved by the designated City Employee. Refunds may take up to 30 days.

Automatic Forfeitures of this Deposit will occur Under the Following Circumstances:

- If the facility is left unsecured
- If there is property damage to the facility, grounds, equipment or furnishings
- If there is trash left in the facility or on the grounds
- If the facility is not cleaned according to cleaning list provided by the end of your reservation
- If the keys are not turned into the St. Robert Police Dept. immediately after your reservation



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RENTAL FEE INFORMATION

***To qualify for the Non Profit rental rates a 501c3 Form must be provided.**

Rental Rates	Rental Rates w/ Kitchen	Non Profit Rental Rates	Non Profit Rate w/ Kitchen
4 Hours - \$200	4 Hours - \$250	4 Hours - \$100	4 Hours - \$150
8 Hours - \$250	8 Hours - \$300	8 Hours - \$150	8 Hours - \$200
12 Hours - \$300	12 Hours - \$350	12 Hours - \$200	12 Hours - \$250

ASSUMPTION OF LIABILITY AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the applicant's display, equipment and other property brought upon the premises of the City and shall indemnify and hold the City, agents, and employees from any and all such losses, damages and claims.

INSURANCE

For your protection, you must obtain public liability insurance while using City property to indemnify against loss resulting from bodily injury and property damage. Your Insurance agent can assist you in obtaining this insurance. **A copy of a Certificate of Insurance listing the City of Saint Robert as additional insured should be filed with the Park and Recreation Department with this application.** The Applicant acknowledges that the City does not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain business interruption and property damage insurance covering such loss by applicant.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

In the event the applicant is a corporation, association, club, society, or group the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not authorized, that he/she will be personally liable for faithful performance of this agreement. The Terms and Conditions, together with the attached rules and regulations shall constitute a contract between applicant and the City of St. Robert facilities. I understand and plan for the group I represent to apply to all the above and attached rules.

CANCELLATION POLICY

Due to the high demand of the St. Robert Community Center, deposits will not be returned if reservations are canceled less than 7 days in advanced.



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Point of Contact

Name of organization (or unit if Mil)

Phone

Email

Address for
Deposit Refund

Type of Activity

Rental
Date

Time in

Time out

(Time periods MUST include set-up and clean up!)

Non-Profit

Charging Admission

Alcohol

Selling Alcohol

PLEASE CHECK MARK WHAT YOU WILL BE UTILIZING:

- Ball Field
- Kitchen (\$50 fee)
- Stage
- Microphone
- CD/MP3 Player
- Dance Floor (306 Square Feet; *Assembly by Applicant Required*)
- Marquee Sign

Please Sign a date to verify that you have been advised of all rules, regulations, and cleaning list, and that individual information is correct.

Applicant Signature: _____ **Date:** _____

In the event of an emergency/disaster the Community Center is the designated emergency location. There may be limited notice. Deposits and rental fees will be returned.



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THIS SECTION FOR EMPLOYEE USE ONLY

Deposit:

Deposit Paid	Cash/Check #
Summit Date	Employee Signature

Fees:

Fee Paid	Cash/Check #
Summit Date	Employee Signature

Marquee:

Marquee created on	Created by
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Refund:

#Chairs	#Round Tables
#Rec. Tables	Tables/Chairs cond.
Stage cond.	Kitchen cond.
Trash	BR cond.
Floors cond.	Misc (Sound system)
Refund submitted on	Submitted by

Cancelation:
(if applicable)

Cancelled on	Employee Signature		
Cancelled via	Phone	Email	In person



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"Community Center Cleaning List"

Failure to fulfill cleaning list will result in forfeit of security deposit

Community Center

- All personal items, décor, equipment, etc. is to be removed from property
- Decorations removed including tape, tacks, etc.
- All floors swept & mopped.
- Remove all trash and place in trash bin outside
- All cleaning supplies placed back on shelf
- Mop bucket dumped & mops rinsed out
- Brooms/mops replaced on broom rack
- All Lights off & doors locked.

Kitchen

- All plastic and wood surfaces are to be cleaned with multipurpose cleaner.
- All Metal surfaces, including sinks, are to be cleaned with stainless steel cleaner.
- Microwave cleaned with multipurpose cleaner
- Stove clean inside and out
- All food removed!
- Floors swept and mopped
- Remove all trash and place in trash bin outside

Stage

- Cords & microphone placed in white box on stage mark Mic

Main Area

- All tables & chairs cleaned and put away

Restrooms

- Sinks wiped down
- Both toilets & Urinals cleaned and sanitized

Parking Lot

- Removal of personal items and all trash including cigarette butts!

**For questions or concerns contact 573-451-2625 between 8am-5pm