

Community Center Rental Application

Seating Capacity: 100 people
Damage deposit: \$ 250.00

CITY OF ST. CLAIR

Collector's Office

1 Paul Parks Dr.
St. Clair, MO. 63077
(636)-629-0333

Date _____

Key # _____ picked up on _____ returned _____

Planned Date of Use _____

Planned Time of use _____

Applicant Information (Please Print)

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fee Schedule

Resident: \$ 250.00 per night + damage deposit

Non Resident: \$ 400.00 per night + damage deposit

Hourly Rates

Resident: \$75.00 per hour + damage deposit

Non-Resident: \$100.00 per hour + damage deposit

Damage deposit paid: yes no

Check

Check # _____

Cash

Debit/Credit

Rental fees paid: yes no

Check

Check # _____

Cash

Debit/Credit

TERMS AND CONDITIONS

***Rental fees:** Rental fees for the Community Center are as stated above and are required to serve the facility. The rental fee and damage deposit are requested no later than 30 days prior to use. All fees listed are non-negotiable. The rental fee is not refundable if the city is not notified of intent to cancel at least 15 days prior to the use date.

***Damage:** The damage deposit is required by everyone who rents the Community Center. There will be an inspection the day following your event. If the facility is free of damage and all rules were followed, the full deposit amount will be returned. If there is damage to anything (including furnishings, furniture, equipment, walls, ceilings, floors, or bathrooms, etc.) following your event, the amount of repairs and or cleaning fees will be deducted from your damage deposit. If the cost of repairs or any additional cleaning fees exceeds the damage deposit, the rental party will be held liable for all overages.

***Police:** If, for any reason, the police are called for a disturbance, they may at their discretion close the Community Center. In this instance, there will be NO refund of rental fees or damage deposit. Any person or organization that fails to comply with the terms and conditions of this agreement will no longer be allowed to rent the Community Center.

Rules:

- Decorations may *only* be hung on walls with scotch tape.
- Use of staples or thumbtacks will result in a deduction from damage deposit.
- Confetti or glitter of any kind is not allowed in the Community Center.
- White refrigerator may be used, but stove, **dishes, and utensils may not.**
- All decorations and possessions must be removed by 1:00 am. Any items left will be thrown away.
- Renter is responsible for cleaning and disposing of all paper products, decorations, containers, and food in receptacles provided.

I, _____ fully understand and agree to the terms and conditions of this agreement. I also agree to hold the city, Community Center, and its employees harmless for any accidents that may occur to me or my guests while occupying the Community Center for my event.

Signed: _____ Date: _____