

6/7/2018

University of Missouri Extension Center
260 Brown Road, St. Peters, MO 63376
Phone: 636/970-3000

Date Application Taken: _____

Deposit Rec'd. - Check No. _____

Date Copy Sent to Organization: _____

Rental Fee Rec'd. - Check No. _____

Application/Contract
For Use of St. Charles County University Extension Center Facilities

Name of Organization _____

Affiliated Group _____ Personal _____ Business _____ Other (explain) _____

Responsible Individual _____

Address _____

Phone: Day _____ Night _____

Date of Use _____

Hours of Use: From _____ to _____

Room(s) being used: Meeting Hall and Kitchen (C) _____; Conference Room (B) _____

Expected Attendance _____ (Not to exceed specified limits listed below.)

Room Capacity Limits: Room C: 150 people Room B: 40 people

Purpose of Meeting/Use _____

If educational program, specific topic: _____

KEY MUST BE PICKED UP BEFORE _____

Room (B) Deposit: **\$100.00**

Room (C) Meeting Hall and Kitchen Deposit: **\$200.00**

Rental fees are per day as follows: Room B: \$65.00 Room C (Meeting Hall and Kitchen): \$200.00

I have read the room regulations and agreement on the **reverse** side of this application and agree to conform to them. Failure to comply with any of the regulations will result in forfeiture of the deposit.

I, or my organization, assume responsibility for the requirements and regulations of this agreement and any damage to the conference room(s)/kitchen while in use by my group.

Signature _____ Date _____
(Applicant)

Approved _____ Date _____
(County Program Director)

CONFERENCE ROOM/KITCHEN REGULATIONS AND AGREEMENT

Any group may use the meeting space whose goals and programs are in concert with the goals and programs as established by the St. Charles County Extension Council. Priority for use of rooms is given to University of Missouri Extension programs. Groups with regular meetings during the week may not be scheduled due to likely conflicts with scheduling of educational activities. In the event of scheduling conflicts, all Extension related activities will have precedence over outside activities.

Applications will be submitted to the county program director. The Extension Council is the final authority in granting or refusing permission to use the facility/room(s). The Extension Council reserves the right to waive or change rental fees and deposits, and to determine rules governing the use of the facilities. A room-scheduling calendar is maintained in the Extension office. Tentative dates for activities may be established by a phone call. However, the date is not considered firm until a completed application and deposit are received in the office and approval received from the office. Three weeks notice of cancellation is required for a full refund of the deposit or \$25 will be charged. Lost keys will result in a fee for replacement of door locks and new keys.

The required deposit (in the form of a check) must accompany the application. The total rental fee is due prior to the rental date and before the key is released. Separate checks are required for the deposit and the rental fee. Checks should be made payable to University Extension Council. The individual responsible for rental must make arrangements to pick up a key for the room rented.

Alcoholic beverages are not permitted on the premises/property under any conditions. Initial here

NO SMOKING IS ALLOWED IN THE BUILDING. Initial here

ROOM CAPACITY LIMITS ARE: ROOM C: 150 people; ROOM B: 40 people.

These limits are set by the Fire Marshall and cannot be exceeded under **any** circumstances.

Use of the term "University of Missouri Extension" is not permitted in program promotion. Use of the University of Missouri Extension logo is not permitted in program promotion. Use of signage or photographs that show the University of Missouri Extension logo are not permitted in program promotion. All promotional materials must disclose clearly on any and all registration materials and forms, that the use of the space does not indicate a relationship with the building owner. Use of the address and directions to the building should be sufficient for promotional purposes, or only language that says "Program location is the building owned by the St. Charles County Extension Council"... Or something to this extent. Any events or programs that appear to use the "University of Missouri Extension" wording and/or logo as a way to generate participation in unrelated programs that are not a partnership with MU Extension or the St. Charles County Extension Council will cause this contract to be cancelled immediately and rental space use will be cancelled and deposit and any paid fees will be returned to the individual or group. **Initial here**

Set up of chairs and tables are the responsibility of the renter. Nothing can be nailed, tacked, or taped to the walls and ceilings. "Tack It" or poster tape may be used on the walls. **The use of glitter and/or confetti is strictly prohibited.**

Initial here

Facilities must be left in a reasonable state of cleanliness as found. **Trash must be taken out to the dumpster in the parking lot. Room C:** A broom, mop, dust mop, and dustpan can be found in the janitor's closet between the restrooms. Trash bags are stored under the sink in the kitchen. **Room B:** Trash bags and a vacuum may be found in the front hall closet next to the restrooms. Chairs and tables must be returned to original state. Upon completion of event, return thermostat to the original setting, turn off all lights and lock all doors. **Initial here**

Use of University Extension equipment other than that already in the meeting room/kitchen is not permitted. Facility furnishings and equipment cannot be removed from the Extension Center unless approved by the County Program Director or Extension Council. **Initial here**

After each use, the facility/room(s) will be checked by extension personnel for damage, cleanliness, and proper stacking of tables and chairs. **The extension council reserves the right to withhold any portion of the deposit, up to and including the full amount,** if cleaning is found to be deficient and/or tables and/or chairs are found not to be returned to their specified racks and stored in the appropriate room. **Repairs required to fix any damage will be withheld from the deposit, with any amounts of damage exceeding the deposit, being the full responsibility of the organization, group and or individual whose name appears on this contract.** Initial here

Any violation of this agreement or failure to comply with any of the regulations will result in forfeiture of the deposit.

Return the key to the Extension office the next working day. Please report any problems to the County Program Director at the Extension Center (636-970-3000).

I verify that I have read and agree to abide by the regulations. Initial here