



Meeting Room & Gym Application

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

Select One

**Dielmann Complex #1
Community Center #1**

**Dielmann Complex #2
Community Center #2**

**Golf Room
Gymnasium**

Day & Date Requested _____ Time _____

Type of Event _____ Expected Attendance _____

Organization Name _____ Non-Profit ID # _____

Contact Person Name _____

Address _____ ZIP Code _____

Phone Number _____ Email _____

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

Fees: _____ Rental Rate + _____ Add'l Hours + _____ Food/Equipment = _____ **Total Due**

Rental Guidelines

- 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.
- Reservation includes the time for your event as well as any time you may need before your event to set up or after your event to tear down.
- Maximum room capacity by order of the Fire Code is 25 for all rooms except Golf (48) and will be strictly enforced. Rooms are set up with head tables & 25 chairs.
- If you wish to publicize your event, the location cannot be named in newspapers or other publications without approval of the Director of Parks & Recreation.

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