



Parks & Recreation

Get Out ~ Get Active ~ Let's Play

Creve Coeur Community Center & Dielmann Recreation Complex Policies & Guidelines for Facility Use

- 1. All reservations for room rental must be made in person at the Community Service Office at Dielmann Recreation Complex, 11400 Olde Cabin Road, during regular office hours, Monday – Friday, 8 a – 5 p.** Tentative reservation will be held for 24 hours only, and full payment of rental fees and security deposit are required to confirm reservation. Security deposit will be deposited with rental payment. Applicant for facility use permit must be 21 years old and must be present for the entire function from arrival of the first guest to departure of the last guest. The Applicant is responsible for the condition of the facility and all rental fees. Rental of room does not allow the Applicant or guests privileges in any other part of the building, and renters and their activities are to remain in designated rooms only.
- 2. Rental and set-up of television, VCR or state must be scheduled and paid for at the time of application.**
- 3. Refreshments may be served in the meeting rooms at an additional fee.**
- 4. Alcoholic beverage service is subject to the following guidelines:**
 - a. Service is not permitted in Community Center Meeting Rooms 1 & 2.
 - b. Alcohol may be served in the Multi-Purpose Room or Gym by a caterer with a valid liquor license, subject to all applicable state and local liquor laws. The Community Services Department must receive a copy of the caterer's liquor license no less than five (5) business days prior to the event. Minors may not be served or consume alcohol on the premises.
 - c. Beer and wine are available for purchase through the Golf Pro Shop or Concessions at Dielmann Recreation Complex; if you would like access to this service, please contact the Community Services Department at least five (5) business days in advance of your event to discuss. Minors may not be served or consume alcohol on the premises.
- 5. All room rental times will be strictly adhered to per contract.** Early entrance to reserved room is not allowed unless specifically noted on the contract. Any questions regarding facility rental or changes to contracted time must be arranged by calling Dielmann Recreation Complex office during regular business hours, Monday – Friday, 8 a – 5 p.
- 6. Rooms will be set up according to contract preference.** If a room diagram is not returned at least five (5) business days prior to the event, the room will be set up at our discretion.
- 7. The Community Service Office must be notified of any newspaper articles and advertising for any event held at the Community Center or Dielmann Recreation Complex.** Approval of the City is required to use the name of the facility in advertising. Phone number of the Community Center or offices may not be used in advertising.
- 8. During the event:**
 - a. Any questions or concerns that arise during your event should be directed to the building attendant on duty. Community Center office staff is not available after 5 p on weekdays or during weekends.
 - b. It is the responsibility of each Applicant to provide all necessary items to conduct meeting and events (i.e. markers, coffee, cords, office supplies, etc.). City of Creve Coeur personnel and Police Department are not to be contacted for use of these items.

- c. Gymnasium Rules:
 - i. Hockey and lacrosse are not allowed.
 - ii. No glass containers, chewing gum, roller blades or hard balls.
 - iii. Parties for children under the age of 13 must have at least one (1) adult at least 21 years old to chaperone every five (5) children.
 - iv. Parties for teens ages 13 – 16 must have at least one (1) adult at least 21 years old to chaperone every 10 children.
- d. Confetti, glitter and/or silly string are not permitted in meeting rooms, gymnasium or multi-purpose room.
- e. Sale of merchandise or exchange of money for goods or services is not allowed on City property.
- f. Gambling is not permitted on the premises. Fund-raising events such as trivia nights or other similar events allowed by state law shall not be construed as gambling.
- g. Smoking is prohibited in public places per Ordinance 1392. This pertains to all rooms in the Community Center, other areas of the Government Center and the Dielmann Recreation Complex.
- h. Open flames are prohibited including the use of incense or other flammable, odor or smoke producing substances except for caterer’s warming dishes. This is a fire safety regulation.
- i. Applicant is responsible for insuring room capacity as designated by Fire Marshall is not exceeded.
- j. The City of Creve Coeur is not responsible for any items missing during the function or left after the function.

9. For return of security deposit, the room must be left in the same condition in which it is found.

- a. The City of Creve Coeur reserves the right to withhold a portion or all of the deposit if the room is not properly cleaned after the function. Cleaning includes removing decorations, rental equipment and table coverings, wiping all tables and counter and placing trash in trash dumpster located outside facility. Clean-up must be completed by contracted departure time.
- b. Deposit will be forfeited if room is not vacated as contracted.
- c. Deposits will be forfeited if room and/or equipment are damaged by the rental group. Applicant will be responsible for any and all damages to the building and/or contents including those beyond the cost of the deposit.
- d. Security deposits are refunded via check in 10 – 15 business days.

10. If contract is canceled more than 90 days prior to the reservation date, the full fee plus the security deposit will be refunded. If cancelation is less than 90 days prior to reservation date, the fee will be refunded in full, but the security deposit will be forfeited. Please allow 10 business days for all refunds.

11. Creve Coeur Community Services reserves the right to cancel or terminate any rental if the policies and guidelines are not followed.

By signing below, I agree to abide by the above policies and guidelines. I understand that if my group does not abide by all policies and guidelines set forth, my deposit will be forfeited in addition to any other remedies available to the City. 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.

Applicant Name (Please Print)

Date of Rental

Signature

Date