



Meeting Room & Gym Application

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

Dielmann East

Dielmann West

Meeting Room 1

Meeting Room 2

Gym

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 have read and agree (together with any minor named herein) to abide by the Policies & Guidelines of the Creve Coeur Parks and Recreation Department, including COVID-19 Guidelines. I understand that Creve Coeur cannot provide any assurance that we will not be exposed to COVID-19 and we assume all risks related thereto. In addition, intending to be legally bound hereby for myself, my heirs, executors and administrators, and any named minor, I agree to indemnify and hold the City harmless from, and waive and release, any and all claims against the City, its officials, representatives, employees, successors and assigns, for any and all illnesses, injuries, death, and/or damages occurring during or resulting from my event whether occurring to or caused by me (or any named minor). We will provide accurate health information regarding COVID-19 symptoms and exposure prior to each entry into the facility.

Signature

Date

Approved by Parks & Recreation Representative

Date