



FACILITY RENTAL SPACE REQUEST FORM

Jewish Community Center - St. Louis

You must sign and date page 2 of this form.

Fax or Mail this copy to:

JCC - Facility Rentals
2 Millstone Campus Drive
St. Louis, MO 63146

Phone 314-442-3427
Fax 314-442-3427

	Date	Initials <i>(your initials here)</i>
Initial Contact* []	_____	_____
Confirmed []	_____	_____
Cancelled []	_____	_____

**You have 10 days from the tentative date to return this form to the Department of Facility Management to reserve facility space. Please note that a deposit is also required to tentatively reserve your event. The event must be confirmed a minimum of 14 days prior to the event. Requests involving additional security or services must be confirmed 21 days before the event.*

Date of the event: _____ Day of the week: _____

Event Title: _____

Group/Sponsor: _____

Name, phone and address for two contact persons for this event:

1) _____	2) _____
_____	_____
_____	_____

Start Time: _____ End Time: _____ Attendance: _____ Participants: _____

Location(s): [] Staenberg Family Complex (Creve Coeur) [] Marilyn Fox Building (Chesterfield)

Will security be needed?	[] Yes	[] No
Will catering be needed for the event?	[] Yes	[] No
Will grounds or delivery services be needed?	[] Yes	[] No
Will the area need special cleaning?	[] Yes	[] No
Will food or drink be served?	[] Yes	[] No
Will you need equipment?	[] Yes	[] No

If yes, please list: _____

Staenberg Family Complex (Creve Coeur)

(Please check all requested areas.)

- [] Basketball Courts _____ (up to 2 total)
- [] Volleyball Courts _____ (up to 4 total)
- [] Tennis Courts _____ (up to 3 total)
- [] Racquetball Courts _____ (up to 12 total)
- [] International Squash Courts _____ (up to 3 total)
- [] Pool (Entire)
- [] Pool (Lap Pool)
- [] Beit Midrash
- [] Group Exercise Studio
- [] Running Track
- [] Soccer Fields (Total of 2)
- [] Softball Fields (Total of 4)
- [] Camp Sabra
- [] Outdoor Pool
- [] Fitness Room
- [] Board Room
- [] Auditorium

Marilyn Fox Building (Chesterfield)

- [] Lobby Meeting Room
- [] Business Committee Room
- [] Conference Room: A____ / B____ / C____ / D____
- [] Softball / Soccer Field
- [] Basketball Courts needed _____ (up to 2 total)
- [] Volleyball Courts _____ (up to 2 total)
- [] Swim (Lap Pool)
- [] Rec. Pool
- [] Aerobic Room
- [] j GameZone
- [] J Interactive Sport Wall
- [] Fitness Mind & Body Studio
- [] Other _____

JCC Use Only

[] *Approved* [] *Disapproved*

General Conditions for Facility use at Jewish Community Center

- 1) User agrees that the property and facilities of the JCC shall be used for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of JCC.
- 2) User agrees to abide by all fire, safety, traffic, parking and public safety requirements of JCC.
- 3) Smoking is not permitted in facilities.
- 4) Alcohol is permitted only with approval of CEO and certificate of liquor liability and general liability insurance from caterer used.
- 5) A designated representative of the User must be available to JCC personnel at all times during the use of the facility.
- 6) User agrees to be responsible for any damages to JCC facilities and/or property or injury to other persons caused by persons using JCC facilities under this Agreement.
- 7) JCC is not responsible for any injury to persons or damage or loss to the property of user, its employees, agents, guests, invitees or others using the Facility or other JCC property.
- 8) User agrees that the JCC will not assume responsibility for damage to or loss of any articles and merchandise brought into the facilities.
- 9) No later than one month prior to the scheduled use, User agrees to provide the JCC proof of comprehensive general liability insurance for not less than \$1,000,000 per occurrence which names JCC and Jewish Federation as an additional insured. The JCC reserves the right to cancel the Agreement if such insurance is not provided by the established deadline or maintained through the scheduled use. The JCC must be notified not less than 30 days prior to any cancellation or modification of insurance which does not meet the minimum coverage requirements of this section. In other cases, the Director of Facility Management must receive a complete list of appropriate user waivers. Waivers will be provided. It is solely up to the discretion of the Director of Facility Management as to the implementation of Certificate of Insurance or User Waiver.
- 10) User hereby fully and forever releases and discharges and hereby agrees to indemnify and hold harmless JCC and its trustees, officers, employees, agents, representatives, volunteers and assigns (collective referred as to the "JCC Parties") from any and all present and future claims, demands, damages, rights of action or causes of action arising out of, resulting from or connected in any way with the use of the JCC facility under this agreement, whether known or unknown, anticipated or unanticipated, including, but not limited to, any claims arising out of or resulting from any of the JCC Parties' negligence or fault provided that this release and discharge shall in no way affect any claims which User cannot legally waive, such as grossly negligence acts, intentional acts occurring in the future and acts done with malfeasance.
- 11) Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the JCC.
- 12) This Agreement may be modified only by the written signed agreement of the User and the JCC.
- 13) JCC reserves the right to cancel this reservation if it conflicts in any way with the general policy of the JCC regarding JCC Programs and special events. JCC also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
- 14) Possession of any firearm, concealed or not, or other lethal weapon is prohibited in/on any JCC premises.
- 15) Due to the planned renovation of the JCC Facilities, we cannot guarantee the use of JCC Facilities during these times if its use impacts our renovation plans. If you have to be displaced due to the renovation, another suitable room will be available, if possible.
- 16) Field cancellations will only be allowed in the event of rain during your rental time or if the JCC determines the fields are unplayable. If a practice has to be cancelled a refund will be provided or you may re-schedule your practice within the current baseball/soccer season. Credits will not be carried from one season to another.
- 17) A 12 hour cancellation notice is required for room rental/events. A \$150.00 fee will be assessed to the renter if adequate notice is not received.

No dates will be tentatively held until this application is approved by the Department of Facility Management, Jewish Community Center. The Department of Facility Management, Jewish Community Center and the Applicant AGREE that no announcement of the date and no publicity regarding the event applied for, will be made public until a formal use agreement has been fully executed by both parties. JCC regulations provide that each person making an application for facilities on behalf of himself, or any organization, shall be held personally responsible for delinquent financial obligations to the JCC incurred in connection with the facility use authorized by this application and the undersigned, in making this application agrees to accept such responsibility. In the case of an application on behalf of an organization, the undersigned certifies to be an officer thereof and authorized by the organization to make this application on its behalf.

Please give a brief description of your event. _____

<i>For Office Use Only</i>	Estimated Fees	Date Due	Check #	Actual Amount	Paid
Space	_____	_____	_____	_____	_____
Custodial	_____	_____	_____	_____	_____
Grounds	_____	_____	_____	_____	_____
Public Safety	_____	_____	_____	_____	_____
Parking	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____
Supervision	_____	_____	_____	_____	_____
Misc.	_____	_____	_____	_____	_____
Deposit	_____	_____	_____	_____	_____
Total Fees	_____	_____	_____	_____	_____

A non-returnable deposit of _____ is required to tentatively reserve facility space. Full payment is due one week before event, unless other arrangements are made at the time of reservation. Proof of caterer's insurance must be received two weeks before event unless other arrangements are made at the time of reservation.

Signature of Requestor _____

Date _____
