

Kirkwood Community Center

Room Rental Policy and Procedure

1. Meeting Room Rentals

- 1) **Request for Usage** - Pending availability, requests begin August 1 of the prior calendar year.
- 2) **Contracts** - The applicant must complete a contract for usage at the recreation department office prior to the event. The date is not confirmed until such time.
- 3) **Fees** - The full fee is due when reservation is made.
- 4) **Set up** – Tables and chairs are available for each room, renters are responsible for setting up and breaking down all tables and chairs. One hour before and one hour after your event will be provided free of charge for set up and break down.

2. Cancellations

- Cancellations should be made at least TWO MONTHS prior to the scheduled date for a full refund. For the specific rules and regulations regarding your rental, please read your contract carefully.

3. Availability

- 1) **Building Hours** - All rentals are to take place between regularly scheduled community center hours and should therefore include clean-up time. Exceptions to this rule are rare and are dependent upon availability of community center personnel. Hourly rates of necessary personnel will be assessed and are in addition to regular rental rates.
 - 2) **Holidays** - The building will not be open to the public on holidays the community center has elected to honor and where the nature of events surrounding the community center does not permit usage: New Years Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving and day after, Christmas Eve, Christmas Day, and Greentree Festival weekends. Exceptions to this rule are rare and are dependent upon availability of community center personnel. The fees assessed will be the normal usage fee plus the cost of necessary personnel.
4. **Advertising** - Participants wishing to advertise at the community center with flyers, posters, etc. will be permitted to display them with the approval of the Director in designated areas.

The Marquee will be made available for users of the community center only if space is available. Advertising shall not be displayed on the Marquee any sooner than one week prior to the event.

5. **Storage of Supplies** - Rental groups are not permitted to store materials in the facility. If groups require set up time in addition to the 1 hour included with rental, they must pay the full hourly fee for additional time. The community center cannot be held responsible for lost or stolen items, rental groups are asked to take appropriate precautions.
6. **Alcohol** - The serving of alcohol is permitted. It cannot be sold unless a liquor license is issued by the State of Missouri. The selling of alcohol to any person under the legal drinking age of 21 is prohibited and the person signing the contract is liable for prosecution of violation of state liquor control laws. Please note no glass containers are allowed.