



Jewish Community Center – St. Louis

Please sign and date this form to be considered valid.
Contract No.: _____ (for office use only)

Facility Rental Request Form
Dept of Facility Management
Jewish Community Center - St. Louis
Fax or mail this copy to:
Randi Poscover
Jewish Community Center
16801 Baxter Road
Chesterfield, MO 63005
Fax 314-442-3404
Phone 314-442-3427

	Date	Initials
Tentative* []	_____	_____
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 _____

Locations: [] Stenberg Family Complex - Creve Coeur [] Marilyn Fox Building - Chesterfield

Would you like this information published?	[] Yes	[] No
Will security be needed?	[] Yes	[] No
Will catering or concessions 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. _____

Stenberg Family Complex - Creve Coeur

(Please check all requested area.)

- [] Gym Basketball Courts _____ (up to 2 total) (4 Jr)
- [] Gym Volleyball Courts _____ (up to 4 total)
- [] Outdoor Tennis Courts _____ (up to 3 total)
- [] Racquetball Courts _____ (up to 6 total)
- [] Inter. Squash Courts _____ (up to 2 total)
- [] Indoor Recreation Pool
- [] Indoor Lap Pool
- [] Multi-Purpose Room A [] B [] Both
- [] Aerobics Room
- [] Outdoor Soccer Fields _____ (up to 2 total)
- [] Softball Fields _____ (up to 4 total)
- [] Performance Auditorium/Banquet Center
- [] Black Box Theater
- [] Meeting Room A [] Meeting Room B
- [] Outdoor Pool
- [] Fitness Mind & Body Studio
- [] J Interactive Sport Wall
- [] J Game Zone
- [] Grand Lobby and Social Area
- [] Other _____

Marilyn Fox Building - Chesterfield

- [] Business Committee Room
- [] Conference Room A, B, C, D
- [] Softball Field
- [] Soccer Field
- [] Gym Basketball Courts _____ (up to 2 total) (4 Jr)
- [] Gym Volleyball Courts _____ (up to 2 total)
- [] Outdoor Recreation Pool
- [] Indoor Lap Pool
- [] Aerobics Room
- [] J Game Zone
- [] J Interactive Sport Wall
- [] Fitness Mind & Body Studio
- [] Children's Activity Center
- [] Committee Room
- [] Grand Lobby and Social Area
- [] Lobby Meeting Room
- [] 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. 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.
10. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the JCC.
11. This Agreement may be modified only by the written signed agreement of the User and the JCC.
12. Possession of any firearm, concealed or not, or other lethal weapon is prohibited in/on any JCC premises.

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. _____

A non-returnable deposit of up to 50% of total costs is required to tentatively reserve your space. Full payment is due one week before event, unless other arrangements are made at the time of reservation. Proof of caterer's insurance, if applicable, must be received two weeks before event unless other arrangements are made at the time of reservation.

Signature of Requestor _____ **Date** _____

<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	_____	_____	_____	_____	_____