

Policies, Procedures and Fee Guidelines for Room Rental

The St. Louis County MU Extension Office (hereinafter Extension) and the St. Louis County Extension Council have created the following policies, procedures, and fee guidelines / schedule for the rental of rooms at their office located at 132 E. Monroe Ave. in Kirkwood, MO 63122.

Policies

- Extension rents out to community groups or associations, nonprofit or religious entities, for profit entities, and educational entities the following rooms: Training Room and Conference Room
- First priority of room use shall be St. Louis County Extension events and programs.
- The University of Missouri Extension does not endorse any programming sponsored or provided by our renters. If you not a part of the University of Missouri system and are holding a class or seminar in our building, please make sure your participants know that the programming is not a representation of the University of Missouri Extension. Thank you for your cooperation.
- The cost of the basic rental of the space will vary depending on the nature of the entity renting the room, the length of time rented, and the intended use of the space. In general, for profit entities and events that generate revenue will incur a greater charge than nonprofits. Groups affiliated with the University of Missouri may be charged less than unaffiliated groups.
- The room rental deposit and fee is requested to be paid by credit card or check made out to St. Louis County Extension.
- In certain circumstances, you may have the option to be invoiced. (i.e. recurring usage, etc. The County Program Director will make the final decision on whether or not you can be invoiced.)
- Renters shall complete an agreement to use the space. On occasion, references will be required.
- Rooms come with access to Wi-Fi, bathrooms, and a kitchen with coffee maker and microwave. Extension does not provide food or drink. Renter shall provide all supplies for refreshments.
- Rooms are booked on a first come, first served basis.

Procedures

- A security deposit will be required for all events unless waived by the County Program Director (CPD). The deposit will be returned in the event of cancellation within 72 hours. All cancellations must be made in writing within 72 hours, or you will be charged for use of the room. This policy also applies to our regular renters. The deposit will be returned via check within one to two weeks after inspection of the premises when the room is utilized. For regular renters, your deposit will be returned once you no longer use our space. In order for your deposit to be returned, please make sure there is no damage or theft, and the room is clean. Please empty the recycling in the recycle bin in the back, and place trash in the trash bin outside. Please lock the building when your group leaves, and place the key in the drop slot.
- If the Renter occupies the rooms at night or on the weekend, they will be given a key to the premises 48 hours in advance of the event. Renter will call the designated staff person when they arrive to deactivate the alarm, as well as when they leave, so the alarm can be reactivated. Renter agrees to lock the premises and place the key in the drop box upon leaving. If the key is lost, Renter will pay a \$25 fee, or forfeit the \$25 from their original security deposit. If Extension is charged any fees due to a false activation of the alarm because of the Renter not following the above procedures, the Renter will be charged those fees.
- Renter agrees that the individual contracting for the space on its behalf is 21 years of age or older. Renter agrees that there will be adequate supervision of all guests, students, or attendees at the event for which the rooms are booked.
- Renter agrees to occupy only the room or rooms in the agreement (along with the bathroom and kitchen) for the time specified. Please do not use any other room.
- Renter agrees not to allow more than the designated capacity in the rooms rented.

- Should an emergency arise while the event is taking place, Renter agrees to call the emergency contact for the St. Louis Co. Extension Office and the police, fire, etc. as appropriate.
- Renter agrees to leave the rooms and the furniture the way they were, and to leave any equipment or furniture upon leaving. They will also be responsible for unplugging any coffee pots, hotplates, or urns, and turning off all lights.
- Renter agrees to sweep and clean tables in the rooms rented, as well as bag up and take out any recycling and garbage to the dumpsters located behind the building, as advised by Extension.
- Smoking and/or drug use is strictly prohibited in the rooms, around the building, or the surrounding premises. Alcohol is allowed only by permission and written consent of the CPD.
- Renter agrees not to put nails, tacks, or adhesives on the walls or make other modifications to the building. Renters will be responsible for any damage to the property.

Fee Guidelines (subject to change)

- Building Hours - All rentals using the facilities outside of normal business hours will incur a 3% additional charge per hour for utilities. Normal business hours are Monday through Friday 8:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 1:00 p.m.
- Holidays - The building will not be open to the public on holidays Extension honors: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving and day after, Christmas Eve, and Christmas Day. The building will also be closed December 26 through January 1. Exceptions to these rules are rare and dependent upon availability of Extension personnel. The fee assessed will be the normal usage fee and necessary personnel cost.
- Storage of Supplies – Please do not store materials in the facility. If groups set-up prior to their actual rental time, prior arrangements must be made. Extension will not be responsible for lost or stolen items. Please take appropriate precautions.
- Fees - The deposit is due immediately upon booking your event. The fee is due one week prior to the event. If the date requested is within one week of the event, the deposit and fee are due at the time of signing.

Room Rental Fee Schedule				
<u>Room</u>	<u>Capacity</u>	<u>Non-Profit Org</u>	<u>For Profit Org</u>	<u>Deposit</u>
Conference	15 people	\$30 / hour	\$35 / hour	\$50
Training (1000 S.F.)	45 people	\$35 / hour	\$60 for first hour (\$55 per additional hour)	\$50
	w/ 15 – 19 tables			
<ul style="list-style-type: none"> • Proof of non-profit status is required. • Rental fees do not include clean up. Renter must clean tables & chairs; return tables & chairs to their original location; take down all decorations; sweep and mop as needed; discard all food; clean up, and take out all trash. • Computer and projector equipment available 				

The University of Missouri is an equal opportunity/ADA Institution. University of Missouri Extension values diversity. Extension is committed to recognizing and appreciating the unique beliefs, values, skills and characteristics of all employees and members of the extension community. Diversity strengthens the institution and its programs to promote the exchange of new ideas and ensure a respectful environment. Extension strives to encourage and ensure diversity for the workplace environment and all extension courses, programs and events.

We thank you for your interest in renting with us. We hope you rent with us again soon!

Room/Building Rental Agreement

Today's Date _____ Date of Requested Reservation _____

Type of Meeting / Activity _____ Expected Number of Attendees _____

Time for Event: Setup/Prep time _____ Activity Time _____ Leave Building _____

Please remember to schedule proper set-up times. This should be when your contact representative shows up.

Rental Organization _____

Contact Person _____ Phone _____

Contact Address _____ City/State/Zip _____

I have read the policies / guidelines and will see that my group follows them. I realize that failure to follow the facility rules may result in expulsion and payment of damages to the St. Louis County Extension Council. I also understand that the St. Louis County Extension Council will not be held responsible for any accidents or injuries occurring to any members of the group while using the facilities.

Authorized Signature of Rental Organization _____ Date _____

Facilities: Please write number of hours desired and equipment needed. *Staff will fill in charge amount.*

Conference Room # hours _____ Tables / Chairs _____ Charge _

Training Room # hours _____ Tables / Chairs _____ Charge _

Utility Service Charge _____ Charge _

Computer _____ Charge _

Projector _____ Charge _

Renter's pre-Setup: # minutes _____ Charge _

Total # of hours _____ **Total Charge** _____

Certificate of Liability Insurance Required

Authorized Signature of Rental Organization _____ Date _____

Authorized Signature of Extension Office _____ Date _____

For Office Use Only:

Deposit \$ _____ Paid On: _____ Received By: _____

Rental Fee \$ _____ Paid On: _____ Received By: _____

Deposit Returned \$ _____ Date: _____

Rental Agreement Closed Out By: _____ Date: _____

Certificate of Liability Insurance

Renter agrees to provide St. Louis County Extension Office with a Certificate of Liability Insurance, which must be received at least 20 days prior to use of premises. Renter agrees to maintain this insurance during the terms of this contract. In addition, it is requested that the renter add the St. Louis County Extension Office of the University of Missouri Extension as an Additional Insured on its General Liability Policy. Draft language is provided as an addendum to this contract.

Addendum

Sample Insurance Provision

_____, renter, agrees to carry General Liability Insurance with minimum limits of \$1,000,000, and agrees to name the St. Louis County Office of the University Missouri Extension, its owners, officers, agents, employees, and assigns, as Additional Insured on its General Liability insurance policy. Such General Liability policy shall be primary and non-contributory with any other insurance in force for, or which may be purchased by the St. Louis County office of the University of Missouri Extension. The wording to appear on the Certificate of Insurance, which will be supplied to the St. Louis County office of the University of Missouri Extension, shall be:

The St. Louis County office of the University of Missouri Extension, its owners, directors, officers, agents, employees, and assigns are included as additional insureds with respect to renter's General Liability policy.

renter's General Liability policy shall be primary and non-contributory with any other insurance in force for, or which may be purchased by additional insureds.

Waiver of Subrogation applies in favor of additional insureds with respect to Renter's General Liability Policy.