

# FACILITY RENTAL/PERMIT APPLICATION

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

- City of Fenton Resident/RiverChase Member    
  City of Fenton-Business    
  Non-Resident

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

(please keep in mind only allowed in room 15mins prior to rental start time and must be out of room by rental end time)

Title of Event: *(ie. Sam's Baby Shower)* \_\_\_\_\_ Will you be bringing in: Food \_\_\_\_\_ Alcohol \_\_\_\_\_

**I want to Rent (check all wanting to rent):**

- Meramec Room (50ppl max)    
  Mississippi Room (50ppl max)    
  Missouri Room (60ppl max)    
  Community Room (60ppl max)  
 Multi-Purpose Room (40ppl max)    
  Jungle Room (40ppl max)    
  Swimming Pool    
  Gymnasium

**Additional Items Requesting:**

- Coffee Service (\$25 fee)    
  PA/Microphone System (\$10 fee)    
  Kitchen- MERAMEC ROOM RENTAL ONLY (\$25 fee)  
 Podium (free)    
  White Screen (free)    
  Easle (free)

**Purpose of Request:**

- Meeting    
  Business Function    
  Bridal/Baby Shower    
  Other

**Room Setup Request:**

Number of each type of tables/chairs needed

- \_\_\_\_\_ Round Tables (5ft table, 8 chairs per table)    
 \_\_\_\_\_ Rectangle Tables (6 ft table, 8 chairs per table, often used for food, presents, etc.)  
 \_\_\_\_\_ Square Tables (3ft table, often used for presents, food, etc.)    
 \_\_\_\_\_ Just Chairs    
 \_\_\_\_\_ No Setup Needed

**\*\*\*PLEASE NOTE:**

- THIS APPLICATION IS **NOT CONFIRMED** UNTIL ALL CONTINGENCIES (INCLUDING PAYMENT) ARE MET.
- PAYMENT IN FULL REQUIRED BEFORE PERMIT CAN BE ISSUED.
- THIS APPLICATION MUST BE ATTACHED TO THE REGISTRATION RECEIPT TO BE VALID.
- THE EVENT ON-SITE CONTACT MUST HAVE REGISTRATION RECEIPT/APPLICATION IN THEIR POSSESSION THROUGHOUT THE EVENT.
- ADDITIONAL RULES AND REGULATIONS MAY APPLY BASED ON THE SPECIFICS OF THE EVENT. SEE WEBSITE ([www.fentonmo.org](http://www.fentonmo.org)) TO VIEW COMPLETE LIST OF REQUIREMENTS AND ADDITIONAL INFORMATION.
- REFUNDS LIMITED TO CONDITIONS LISTED ON BACK OF THIS FORM.

**WAIVER AND RELEASE OF LIABILITY** – “No liability either expressed or implied, will be incurred by the City of Fenton, its agents, servants, employees, and volunteers arising out of the use of the premises by permittee, its agents, servants, guests, employees, assigns successors, invitees and licenses. Permittee agrees to indemnify and save harmless the City of Fenton, its guests, agents, servants, employees from and against any and all liability for damages arising from injuries to person or damage to property occasioned by any acts or omissions of (other party) its agents, servants or employees, including and all expenses, including but not limited to attorney’s fees and costs, which may be incurred by the City of Fenton or its agents, servants or employees, in defense of any claim, action or suit, irrespective of any claim that an act, omission or negligence of the City of Fenton or its agents or employees contributed to such injury or damage.

- I have read, understand and agree to all terms listed.    
  I have read, understand and agree to the terms of the Refund Policy back of this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## FENTON PARK AND RECREATION DEPARTMENT - REFUND POLICY

### RIVERCHASE FACILITY RENTALS – MEETING ROOMS, BIRTHDAY PARTY PACKAGES, GYMNASIUM, POOLS

- IF RENTER CANCELS A RESERVATION 28 CALENDAR DAYS PRIOR TO THE SCHEDULED RENTAL A REFUND OF 100% WILL BE ISSUED.
- IF A RENTER CANCELS A RESERVATION 14 CALENDAR DAYS PRIOR TO THE SCHEDULED RENTAL A REFUND OF 50% WILL BE ISSUED.
- **ALL CANCELLATIONS MUST BE MADE IN WRITING.**
- **\*\*\*PLEASE NOTE – THERE ARE RISKS OF WEATHER ISSUES WHEN RENTING OUTDOOR FACILITIES. REFUNDS WILL NOT BE ISSUED.**

### **Facility Rental Rules/Agreement:**

- The reservation time period must include all preparation, clean-up and restoration. Any extension of the reservation time period will result in applicable charges.
- Applicant renting the facility must be 21 years or older and must be present during the entire rental period. The renter whose name and address appears on the contract is responsible for all aspects of the rental, including but not limited to payment, damages and communication with the Manager on Duty.
- All outside entertainment and vendors must be pre-approved. The Renter is required to supply a list of vendors, along with a description of the service being provided to RiverChase a minimum of two weeks prior to the event.
- The use of the facility shall not include business, commercial or fundraising activities without prior approval of the director of parks and recreation.
- As per Ordinance No. 527 § 13, 10-20-80, Section 235.120: Solicitations Prohibited: No person shall solicit alms or contributions for any purpose whatsoever, whether public or private within any of the parks, except by written permission of the Board, when such solicitations are of direct benefit to the City parks and recreational programs.
- No money may be exchanged on City property, including RiverChase.
- Special rentals and events may be required to supply the City of Fenton with a Certificate of Insurance, naming the City Of Fenton as an additional insured in the amount of \$3,000,000.
- Music and PA systems must be set at a volume that is considerate of neighboring rooms. DJ and Bands must be approved in advance.
- RiverChase does not supply LCD projectors or laptops, or provide technical support for any AV equipment brought into the facility .
- All food and beverages must remain in the room.
- \*All items must be removed from the room at the end of rental. The City of Fenton is not responsible for any lost or stolen items.
- Renter will be responsible for any and all damages to the facility and/or extraordinary cleaning resulting from usage.
- Any business or corporate enterprise holding an event at RiverChase, must have prior approval on printed promotion or flyers that mention RiverChase.
- No material such as: signs, tables, chairs, etc. are permitted outside of the room.
- Decorations are limited to table top decorations. No decorations are to be hung from light fixtures, ceiling or walls. No glitter, confetti and streamers are allowed.
- If RiverChase staff has not received your room set -up two weeks before your scheduled rental, the staff will decide how your rental will be set-up.
- A rental may have alcohol during their rental provided there is compliance with all laws. The rentee is responsible for compliance with all liquor regulations and City ordinances. Approval is necessary by the Parks and Recreation Director for any parties having alcoholic beverages but no glass bottles of any kind will be permitted.

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- When renting the gym, direct/indirect costs will be added to the rental fee.
- Room rental does not include use of the rest of the facility including the gym, Riverchase Rainforest playground, or pools. Party packages that include full facility use during regular business hours are available for an additional fee based on availability.
- Missouri State Law requires proper swimming attire to enter the swimming pool and spa.
- No street shoes are allowed in or around the pool deck. Swimsuits with metal or hard plastic on them (i.e., zippers, eyelets, or ringlets) are not allowed on the slides.
- If planning to use the Gymnasium proper athletic shoes must be worn. No sandals or black sole shoes are allowed.
- No money may be exchanged on City property, including RiverChase.
- The city reserves the right to cancel any reservation with cause or to require such additional safeguards, before or during the function, as it may deem necessary. If the City choose to cancel any reservation, all rental fees will be refunded.

## **Cancellation Policy:**

- **If a rental cancels a reservation within 28 calendar days prior of a scheduled rental A refund of 100% will be issued.**
- **If a renter cancels a reservation within 14 calendar days prior of the schedule rental a refund of 50% will be issued.**
- **ALL CANCELLATIONS MUST BE MADE IN WRITING.**

The City of Fenton and the Parks and Recreation Department exercise a Hold Harmless Policy during all sponsored programs and events. This releases the City Of Fenton and its agents, representatives or employees from any and all claims, which may arise out of any accident of injury caused by the negligence of the City or its agents, representatives or employees when participating in a program sponsored by the City. (is this needed if we have the bottom one?)

Signature\_\_\_\_\_ Date:\_\_\_\_\_ Employee Initials:\_\_\_\_\_