

Facilities Use License



Need Space for Small Gatherings or Activities?

Ask about reserving:

- *Activities Room*, lower level, 40-person limit
- *Conference Room*, street level, 15-person limit

Check out available rooms:

**Webster-RockHill Ministries
111 E. Waymire Ave.**

Webster Groves, MO 63119

[314-961-5082](tel:314-961-5082)/wrhm@wrhm.org

Room Reservation Rules

- 1. Application.** An application must be filled out and signed by both parties at the WRHM Office for each reservation whether for one-time or recurring use.
- 2. Charges.** Fees and deposits, if applicable, are payable at the time the application is accepted by WRHM. WRHM allows free reservations by certain individuals and non-profit organizations in the WRHM service area. Deposits are required for kitchen use.
- 3. WRHM Sponsor.** Applicants will be put in contact with a WRHM sponsor, who will be present to open and close the building and provide on-site monitoring of the room before, during, and after usage. The requirement of a sponsor applies, whether or not use is one-time or recurring.
- 4. Prohibitions.** Smoking, use of alcoholic beverages, or use of electronic music amplification equipment are allowed in the building or on the grounds.
- 5. Floor Restrictions.** Users of Conference Room are required to use the street level entrance and restroom. Users of the Activities Room/Kitchen are required to use the lower level entrance and restroom.
- 6. Parking.** Parking in the WRHM lot is allowed, with restrictions as-posted. On-street parking near WRHM is plentiful, but needs of neighborhood residents, trash collection, and emergency vehicles should be given consideration.
- 7. Availability & Priority.** Activities of WRHM will take priority in the scheduling of rooms. In the event of a conflict, the determination of the WRHM Executive Director will prevail. This agreement may be amended by the Board of Directors of WRHM, and any application may be denied at the discretion of WWRHM's Executive Director.
- 8. Cancellations.** Once approved, reservations will be strictly honored by WRHM except in an emergency, as determined by the Executive Director. E-mail or in-person notification of cancellation by the room user must be given at least 48 hours before the reservation start time. Fees will be refunded if timely notice is received by Executive Director.
- 9. Clean-Up.** Users are responsible for leaving the space in neat and clean condition. Additional rules may be posted or orally given by WRHM staff or volunteers with respect to clean-up of the areas used.
- 10. Kitchen Rules.** Use of food, beverages, or paper goods stored in the cupboards or refrigerator is prohibited. Trash generated during use should be bagged and placed in outdoor containers. Deposit funds will be applied to the cost of cleaning or repairs needed after use. Repair or cleaning costs that exceed the deposit amount will be billed within 10days. Unused deposits will be returned within 10 days.

Application For Room Reservation

Webster-Rock Hill Ministries
111 East Waymire, Webster Groves, MO 63119
314-961-5082

Certain residents of the community served by Webster-Rock Hill Ministries ("WRHM") and certain non-profit organizations in the WRHM service area may, with permission of the WRHM Executive Director, apply to reserve with or without fee, the Conference Room , Activities Room and Kitchen at WRHM's facility. Applicants must complete this form and comply with the attached Terms and Conditions and such rules and regulations as WRHM may establish from time-to-time.

Room(s) Requested _____ Date(s) & Time(s) Requested _____

Applicant Name _____ Contact Person (if applicant is an organization) _____

Phone _____ Email Address _____

Address: _____

Street City State Zip Code

WRHM Sponsor _____ Phone _____ E-mail _____

WRHM is a local social service 501(c)(3) non-profit organization that seeks to provide emergency assistance to people in need, create new life options for people, and improve our community by breaking down barriers and promoting understanding between people. This application is a request for use of the above-room(s) and is non-binding on WRHM until accepted by an authorized signatory below. **BY SIGNING THIS APPLICATION, THE UNDERSIGNED APPLICANT AGREES TO BE BOUND BY THE TERMS AND CONDITIONS ATTACHED HERETO AND FORMING A PART HEREOF, AND SUCH RULES AND REGULATIONS AS WRHM MAY ESTABLISH FROM TIME-TO-TIME.**

Applicant Signature: _____ Date _____

Accepted by _____ Date _____
WRHM Executive Director/Designee

IMPORTANT NOTES:

- **Room Fees:** In limited circumstances, WRHM allows free room usage by certain individuals and non-profit organizations in the WRHM service area. Inquire about availability. By signing this Agreement, you are otherwise agreeing to pay for room usage at WRHM's standard charges. Typical room usage charges are as follows:
 - **Conference Room.** \$10 per hour and limited to 15 persons. The Conference Room is unavailable for use during regular WRHM business hours (9:00a.m.-noon) Monday through Friday.
 - **Activities Room.** \$25 per hour with the use of the kitchen or \$15 per hour without the use of the kitchen. Kitchen-Activities Room space is limited to 40 people. Use of the kitchen automatically requires reservation of the Activities Room.
 - **Deposit.** For events requiring heavy use of the kitchen, a cleaning deposit of \$30.00 is required, payable when the application is accepted by WRHM.
 - **WRHM allows free room usage by certain individuals and non-profit organizations in the WRHM service area with express written permission of WRHM's Executive Director. Inquire about availability.**
- Cancellations must be e-mailed to WRHM at least 48 hours before the reservation start time or you may be charged.

TERMS AND CONDITIONS

1. **AGREEMENT.** This Application for Room Reservation and accompanying Terms and Conditions and other attached documentation (this "Agreement") is the entire agreement between you and WRHM with respect to the subject matter hereof. It supersedes all prior agreements. In consideration for the agreed-upon payments and other consideration set forth above, you have been granted a revocable license to use the room(s) during the time(s) assigned to you, subject to the terms of this Agreement.
2. **PAYMENTS.** You agree to pay the fees and deposit prior to commencing usage of the reserved room(s). The fee schedule may be updated from time to time. At the end of the term of this Agreement (after your term of room usage has ceased), if you have satisfied all of your payment obligations and complied with this Agreement and WRHM's rules and regulations, WRHM will refund you the unused portion of your security deposit.
3. **OUR LIMITATION OF LIABILITY.** Neither WRHM nor WRHM's officers, directors, employees, shareholders, partners, agents, volunteers or representatives (each a "WRHM Party") shall be responsible for damages, direct or consequential, that may result from the failure of WRHM to furnish any service, or any breach or other act or omission arising out of or in connection with your use of the WRHM facility. Your sole remedy for any damages arising out of or in connection with your use of the WRHM facility, including any breach of this Agreement by WRHM, is limited to a refund of amounts paid to WRHM.

WITH THE SOLE EXCEPTION OF THE REMEDY DESCRIBED ABOVE, YOU EXPRESSLY AND SPECIFICALLY AGREE TO WAIVE, AND AGREE NOT TO MAKE, ANY CLAIM FOR DAMAGES, DIRECT, INDIRECT, CONSEQUENTIAL, OR OTHERWISE, INCLUDING WITH RESPECT TO LOST BUSINESS OR PROFITS, ARISING OUT OF ANY FAILURE TO FURNISH ANY SERVICE, ANY ERROR OR OMISSION WITH RESPECT TO THE WRHM FACILITY, OR ANY OTHER ACT OR OMISSION OF ANY WRHM PARTY. WRHM DISCLAIMS ANY WARRANTY OF HABITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

4. **LICENSE AGREEMENT. THIS AGREEMENT IS NOT A LEASE OR ANY OTHER INTEREST IN REAL PROPERTY. IT IS A CONTRACTUAL ARRANGEMENT THAT CREATES A REVOCABLE LICENSE.** WRHM retains legal possession and control of its facility and the space assigned to you. When this Agreement is terminated because the term has expired or otherwise, your license to occupy the WRHM facility is revoked. You agree to remove your personal property and leave the WRHM space as of the date of termination. WRHM is not responsible for property left in the WRHM space after termination.
5. **DAMAGES AND INSURANCE.** You are responsible for any damage you cause to the WRHM facility. You are responsible for insuring your personal property against all risks, including theft and casualty loss. You have the risk of loss with respect to any of your personal property. You agree to waive any right of recovery against each WRHM Party for any damage or loss to your property under your control. All property you bring to the WRHM facility is understood to be under your control.
6. **DEFAULT.** This Agreement must be adhered to at all times. You are in default under this Agreement if: a) you fail to abide by the rules and regulations of the WRHM facility, from time-to-time in effect; b) you do not pay your fees, deposit and any other charges on the designated payment date; or c) you do not comply with the terms of this Agreement. WRHM shall have no obligation to give you advance notice of a default. Upon default, you shall forfeit your entire deposit, WRHM may immediately terminate this Agreement and your rights provided hereunder, and WRHM may also pursue any and all other rights and remedies available at law or in equity.
7. **MISCONDUCT; CORRECTIVE ACTION:** WRHM reserves the right to make determinations in its sole discretion regarding acceptable standards of ethics, integrity and conduct of those who wish to enter the WRHM facility. WRHM may limit or prohibit particular individuals from accessing the WRHM facility, with or without explanation to you for the reason behind such limitation or prohibition. Furthermore, you acknowledge that conflicts may occur between individuals in any shared environment such as the WRHM facility, and that others may allege misconduct by you and your employees, clients, customers, and contractors such that WRHM elects to take certain action to ensure a safe and supportive environment for all. Such alleged misconduct may or may not be contrary to law, WRHM's rules and regulations, or any other standard of conduct, and may or may not be readily provable. If such a situation occurs, you agree and consent that WRHM's decisions to act (or not to act) will be in WRHM's sole discretion. You further agree to immediately notify WRHM of any situations or circumstances that, in your reasonable discretion, you consider dangerous or which you believe could pose a threat to the safety or security of WRHM or any individuals in the WRHM facility. You shall be responsible for the actions of all individuals you permit to enter the WRHM facility. WRHM is not responsible for the consequences that you or any individual accused of misconduct incurs as a result of actions taken (or not taken) by WRHM in good faith to protect the WRHM facility and its users.
8. **PERMITTED USE; RULES AND REGULATIONS:** You acknowledge that no unlawful, improper or offensive (in WRHM's sole discretion) use, business, trade or occupation may be conducted in the WRHM facility. You shall not cause or permit to be caused any disturbances, conditions, odors or situations which may be offensive to other WRHM facility users or that would interfere with the normal operations of WRHM and its other clients. You also agree with WRHM that you will not use tobacco products, including electronic cigarettes or smoking devices, while in the WRHM facility. It is understood and agreed that you shall comply with any rules and regulations issued by WRHM from time to time from and after the date on which you are made aware of such rules and regulations.