



**The Ethical Society of St. Louis**  
 9001 Clayton Road St. Louis MO 63117  
 Phone: 314.991.0955 Fax: 314.991.3875  
**Facilities Use Agreement**  
1008

*Society Use Only*  
 Received:  
 Deposit:  
 Check #:  
 Due:

Ms./Mr./Organization \_\_\_\_\_ (“Lessee”) wants to  
 use the facilities of the Ethical Society of St. Louis for: \_\_\_\_\_  
 Day/Date/Year: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Please Check:	<u>Area</u>	<u>Capacity</u> Theater-style seating	<u>Rental Fee</u> (4 hours)	<u>Deposit</u>
<input type="checkbox"/>	Auditorium and Foyer	420 seated		
<input type="checkbox"/>	Groups under 200	<i>Add \$50 for Saturday rental</i>	\$550.00	\$250.00
<input type="checkbox"/>	Groups over 201—300	<i>Add \$50 for Saturday rental</i>	\$650.00	\$300.00
<input type="checkbox"/>	Groups 301—420	<i>Add \$50 for Saturday rental</i>	\$775.00	\$400.00
<input type="checkbox"/>	Foyer only	60 seated/120 standing	\$275.00	\$100.00
<input type="checkbox"/>	Foyer Reception Fee	Serving only light refreshments	\$100.00	
<input type="checkbox"/>	Upstairs kitchen use	With foyer rental	\$ 50.00	
<input type="checkbox"/>	<b>NO FOOD OR DRINK PERMITTED IN THE AUDITORIUM.</b>			
<input type="checkbox"/>	Assembly Hall	120 seated/200 standing	\$375.00	\$150.00
<input type="checkbox"/>	Assembly Hall w/ Kitchen Facilities		\$450.00	\$200.00
<input type="checkbox"/>	Kitchen Only		\$200.00	\$100.00
<input type="checkbox"/>	Lower Level Classroom	20 seated	\$ 75.00	\$25.00
<input type="checkbox"/>	Library	40 seated	\$110.00	\$50.00
<input type="checkbox"/>	Hanke Meeting Room	65 seated	\$250.00	\$75.00
<input type="checkbox"/>	Patio Only	50 seated/100 standing	\$225.00	\$75.00
<input type="checkbox"/>	Patio rented with indoor space		\$150.00	
<input type="checkbox"/>	Rehearsal time		\$ 55.00 per hour	
<input type="checkbox"/>	Media Projector		\$150.00	
<input type="checkbox"/>	Audio/Visual Technician (required for events using multiple A/V sources)		\$150.00-\$300.00	
<input type="checkbox"/>	Additional microphones		\$ 25.00 ea.	
<input type="checkbox"/>	Coffee/Tea set-up		\$ 20.00 per 25 people	
<input type="checkbox"/>	Piano/Organ Use	(Special tuning add \$100 per instrument)	\$200.00	
<input type="checkbox"/>	Organist/Pianist	(separate check to musician)	\$225.00	
<input type="checkbox"/>	Ceremony Officiant		\$325.00	\$35.00
<input type="checkbox"/>	Linen/Flatware/Dishes/Glasses	Rental fee plus 20% service charge		

**Total Security Deposit due with signed agreement.**

\$
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**Total Rental due 72 hours prior to event**

\$
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Method of payment (please circle):      Cash      Check      PayPal online:

[https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted\\_button\\_id=5756003](https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=5756003)

**10% Non-profit discount with copy of 501c3 tax certification.**  
**Discounts cannot be combined and apply to room rental rates only.**  
**Please complete rental contract on back page with required signature.**

**Facility Availability**

The facilities and parking lot are rented in units of four (4) hours to include setting up and cleaning up your event. Additional time may be arranged at an additional charge of 10% of the room rate per hour. Time exceeding one hour after the event and not previously arranged will result in additional charges of 10% of the room rate per hour. The Ethical Society agrees to provide one staff person with use of the space primarily for custodial service. Rentals may use available Ethical Society chairs, tables, easels and two microphones. Additional equipment will result in additional use charges. Events with attendance over 200 people may require contracting additional labor at Lessee's expense.

**Advertising**

The Lessee agrees to submit all flyers and advertising for approval prior to the scheduled event. Failure to adhere to this will void this contract. Lessee agrees not to publish our phone number in any advertising.

**Deposit**

Deposits hold the reservation and cover any sustained damages. Deposits will be refunded by mail if the facility is left in satisfactory condition after the event. Deposits should be made in a separate check payable to the Ethical Society of St. Louis.

**Deliveries**

Scheduling of and payment for deliveries should be arranged by the Lessee with notice given to the Ethical Society staff. Deliveries can only be accepted 9:00 a.m.—3:00 p.m. weekdays. The Ethical Society does not provide security for deliveries and does not assume responsibility for supplies, personal property or for items left before, during or after the event.

**Damages**

The Lessee agrees to be responsible for any and all damage caused by its use as well as preserving the premises and space in good order and condition. The Lessee agrees not to alter, disfigure or deface any property of the Ethical Society. No signs may be placed on the premises without prior written permission from the Ethical Society staff. *Confetti, rice and sparklers are not to be used on Ethical Society property.* The Lessee hereby agrees to indemnify and hold the Ethical Society harmless from and against any and all claims, damages, liabilities, expenses and judgments of whatever nature, arising out of Lessee's use of the Ethical Society facilities and parking lot.

**Insurance**

The Ethical Society may request the Lessee to provide a certificate of liability insurance in the amount of one million dollars (\$1,000,000.00) underlying coverage.

**Recycling**

We make every effort to recycle paper, plastics, tin, aluminum and glass. Groups are encouraged to utilize the recycling containers located in the downstairs hallway. Foodstuffs and liquid should be rinsed off before disposal.

**Welcome Policy**

The Ethical Society reserves the option to formally welcome your group or organization from the podium or stage. This welcome will last no longer than two minutes.

**Tobacco/Firearms**

Please make your audience/guests aware that the Ethical Society is a tobacco-free (in accordance with St. Louis County revised ordinances Chapter 605 INDOOR CLEAN AIR CODE) and firearms-free facility.

**Alcoholic/Non-Alcoholic Beverages**

In accordance with Missouri law, wine, beer and champagne may be dispensed and consumed in the building before 10:00 p.m. but may not be sold at any time. Other alcoholic beverages may not be served, consumed or sold in or around the building or property.

**Inclement Weather**

If circumstances beyond the control of the Ethical Society prevent the envisioned use of the space, the Ethical Society reserves the right to cancel the contract at any time. A refund will be given or a rescheduled time and date will be set as agreed upon by the staff and Lessee. The Ethical Society makes every attempt to keep walkways, lots and driveways passable during inclement weather. However, the Ethical Society assumes no obligation for ice and snow removal for storms which *immediately* precede the scheduled event and which thereby make the walkways and parking lots unusable. On consultation with the Ethical Society and assuming it to be mutually advisable, the Lessee may contract for snow or ice removal service at the Lessee's expense.

**Cancellation Policy**

If the Lessee cancels more than 30 days prior to the event, the full deposit will be returned. Cancelling 15 to 30 days before a scheduled event will result in a 50% deposit refund. If the Lessee cancels with less than 14 days notice, the total deposit is forfeited. Alternatively, a rescheduled time and date may be set as agreed upon by the Coordinator and Lessee.

Please sign the agreement acknowledging you understand and agree to all facility use terms and guidelines. Return signed agreement with the deposit. ***Dates are not reserved until the signed agreement and payments to the Ethical Society are received by the Ethical Society. Full rental amount is due 72 hours before event.***

Name (print):		Signature:			
Address:		City:		State:	Zip:
Phone:		Fax:		Today's date:	
E-mail:					
How did you hear about us?	<input type="checkbox"/>	Web	<input type="checkbox"/>	Yellow Pages	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	Friend	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		Other