



The Ethical Society of St. Louis
 9001 Clayton Road St. Louis MO 63117
 Phone: 314.991.0955 Fax: 314.991.3875
Facilities Use Agreement
9/18

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:**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

	<u>Capacity</u>	<u>Rental Fee</u> (4 hours)	<u>Deposit to hold reservation</u>
Auditorium and Foyer	Theater-style seating 402 seated		
Groups under 200	<i>Add \$50 for Saturday rental</i>	\$600	\$300
Groups over 201 - 300	<i>Add \$50 for Saturday rental</i>	\$700	\$350
Groups 301 - 414	<i>Add \$50 for Saturday rental</i>	\$1000	\$500
Foyer only	60 seated/120 standing	\$300	\$150

NO FOOD OR DRINK PERMITTED IN THE AUDITORIUM OR FOYER.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Becker Room	120 seated	\$400	\$200
Hanke Meeting Room	65 seated	\$200	\$100
Rehearsal time		\$55 per hour – 4-hour minimum	
Media Projector – Auditorium Only		\$150	
Piano (includes tuning)		\$150 per piano	
Security Deposit – Required for one-time or first-time rentals. Requires a separate check that will be returned by mail following satisfactory conclusion of the rental.		25% of rental fee	

Total Rental Fee	\$ _____
Security Deposit (25% of rental fee – separate check to be held)	\$ _____
Deposit to hold reservation with signed agreement	\$ _____
Remaining Rental Fee due 72 hours prior to event	\$ _____

Method of payment (please circle): Cash Check

***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 20% 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 and tables. 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 the Ethical Society's phone number in any advertising.

Deposit

Deposits hold the reservation and apply toward the balance due. A separate security deposit is required for one-time or first-time rentals. Security deposits should be made in a separate check payable to the Ethical Society of St. Louis. Security deposits will be refunded by mail if the facility is left in satisfactory condition after the event. If the premises are not vacated by the renter at the agreed to ending time of the rental, time overage of 20% of the room rate per hour with a one hour minimum will be deducted from the security deposit.

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. *Glitter, confetti, rice, candles, 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 abide by the attached Facility Use 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. 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?		Web	Yellow Pages	Friend	Other