



Application Date: _____

Reservation No.: _____

Fee (if applicable): _____

– COMMUNITY ROOM RESERVATION APPLICATION –

This application is a request to reserve the Community Room for the time and date requested. To ensure availability and staffing, all requests should be submitted a minimum of 48 hours in advance of the requested time and date. A complete and signed Community Room Reservation Application is required for all reservations. The Community Room's use is subject to the terms and conditions in this application. Submission of this application creates no right to use the Community Room. **The City of Twin Oaks reserves the right to refuse any Community Room reservation request.**

Availability/Fees/Deposit:

Available to all on a first-come basis with a preference to Twin Oaks residents, subject to:

- **\$100 Damage Deposit*** required with all applications (*unless waived for reservations during City Hall business hours based on prior usage experience*)
- **\$100 Alcohol Deposit*** required for uses with alcohol
- **No fee unless after hours[†]**
- **After hours[†] reservations are subject to a fee of \$30.00/hour (2-hour minimum); due in full at the time of application.**

HOURS:

Monday – Thursday	9:00am – 10:00pm
Friday – Saturday	9:00am – 11:00pm
Sunday	10:00am – 9:00pm

[†] Uses between 5:00pm & 10:00pm M-Th and anytime on weekends are considered **after hours** and are subject to staff availability and associated fees

* All deposits are refundable unless forfeited as set forth in the Terms & Conditions *Bounced checks will forfeit all deposits, and the applicant may be prohibited from reserving the Community Room for up to two (2) years.*

Granting of a reservation will not preclude the City of Twin Oaks from rescheduling a reservation without prior notice when the facility is needed for conducting meetings, special functions or other City business; all reservations are subject to change by the City. There are no fees for City sponsored or co-sponsored activities.

Community Room Space:

- **Capacity:** The community room space accommodates a **maximum of 87** people.
- **Furniture:** The standard set up is **4 round tables with eight (8) chairs** per table.

*Please Note: The community space does **not** contain a kitchen.

Information Concerning User:

Name: _____

_____ Address _____ City _____ State _____ Zip Code _____

_____ Cell Number _____ Fax Number _____ Email Address _____

Name of Business/Organization: (If applicable)

_____ Business or Organization Name _____ Contact Name _____

_____ Address _____ City _____ State _____ Zip Code _____

_____ Organization Phone Number _____ Organization Fax Number _____ Organization Email Address _____

Purpose of Reservation: *(Please be specific in describing the nature of the reservation)*

Requested Date & Time of Reservation:

Date: _____ Time: _____ to _____

Total number of people expected in attendance: _____ Will food/beverages be served? Yes No

Alcohol at Event? Will alcoholic beverages be available? Yes No

TERMS AND CONDITIONS OF COMMUNITY ROOM USE

1. Applicants must be twenty-one (21) years of age or older.
2. Users/Groups desiring to reserve the Community Room after hours may do so no more than once during a calendar month.
3. Youth activities (under 18 years old) are prohibited without the presence of adult chaperones (twenty-one (21) years of age or older).
4. Twin Oaks Town Hall, including the Community Room and patio, is a Non-Smoking facility. The User shall ensure that no smoking occurs inside or outside of the building, including the patio and sidewalks. A User will be responsible for a cleaning fee should the City of Twin Oaks (the "City") determine that cleaning be required.
5. Meetings, events and functions must be held within the building or on the patio. The grounds and parking lot may not be used or reserved. Applicant is responsible for keeping guests/attendees in the proper space.
6. No user or any other person is to enter or attempt to enter into any other part of the premises than the Community Room (and associated vestibule/rest room areas).
7. Food and beverages (if desired) as well as clean-up are the responsibility of the User. The City does not supply these services.
8. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the exits hazardous.
9. Set up and clean up must occur within the time period for which the Applicant has reserved the Community Room. The User or users' group must not remain on the premises beyond the time period stated in the reservation. An overage fee of **\$25 per ¼ hour** will be charged for *exceeding the time for which the room is reserved*, and the User will be billed for this time.
10. *Damage Deposit.* A Damage Deposit (and Alcohol Deposit, if applicable) in the amount set forth above is required and will be held by the City to ensure against the user's failure to clean the Community Room or any damage that occurs. The deposit will be used toward any cleaning/repair costs the City incurs and the User will be responsible and liable for all costs in excess of the deposit. Otherwise, a full refund will be issued.
11. The following are not permitted on the premises:
 - a. Firearms or weapons of any kind (except by the St. Louis County Police)
 - b. Drugs
 - c. Gambling
 - d. Smoking
 - e. Adhesive tapes or thumbtacks on the walls, tables, or chairs. (Masking and scotch tape can be used on tables provided it is completely removed during clean up)
 - f. Confetti, glitter, silly-string or similar items
 - g. Open flames of any kind, bands, disc jockeys or loud music without the express, written consent of the City
 - h. Cooking within or outside the facility (except warming plates, crock-pots, etc.)
 - i. Animals (except for service animals)
 - j. Food or beverages except with permitted reservations
12. *Alcohol Policy* – Permission to serve alcoholic beverages will be granted based on the following conditions:
 - City's receipt of the additional Alcohol Deposit;
 - Consumption of alcoholic beverages by the User & guests is only for the activity described on this Application;
 - Alcoholic beverages must be kept inside the Community Room; alcohol is prohibited on the patio;
 - The User must provide some type of food when alcoholic beverages are served; and
 - The User must comply with all local, state, and federal liquor laws
13. All room use cancellations must be made *in writing* and should be made at least 48-hours prior to the reserved time to avoid forfeiting the deposit or any set up fees and negative effects on ability to make future reservations.
14. Users are responsible for all clean-up, including but not limited to: removing all decorations; vacuuming; emptying trash receptacles; and cleaning counters, tables, chairs, etc. If the City determines that further cleaning is required, the User's deposit will be forfeited, and the User will be responsible for the City's actual cost of cleaning the premises.
15. The City or its agent reserves the right to direct the User and any guest(s) to cease all activities that are not in full compliance with these Terms & Conditions. The City, at its sole discretion, also reserves the right to direct the User and all guest(s) to vacate the facility for a violation of the Terms & Conditions or for public safety. The User's deposit will be forfeited, and the User shall be responsible for all clean up and damages as defined herein.

16. By executing this application, the User agrees to assume full responsibility for the cost of repair or replacement of any property, fixtures and/or equipment damaged during the periods covered by the Community Room reservation.
17. The City is not responsible for stolen items or loss of personal property.
18. The City will prosecute and seek restitution from any person who willfully damages or removes, or attempts to damage or remove, public property from the premises. Any applicant or user who is found or pleads guilty will be prohibited from reserving the Community Room in the future.
19. It shall be unlawful for any user or any other person to enter any part of the premises other than the Community Room (and restrooms/vestibule), or, after being asked to leave by the User, the City or the Police, to loiter or remain within Community Room reserved for use by another person or group under a valid reservation issued by the City; such action shall be, per se, Peace Disturbance in violation of Section 210.670 of the Twin Oaks Municipal Code (as amended).
20. Any reservation for the use of the Community Room granted by the City is a bare license. Applicant, as licensee, will have access to the Community Room only on City issuance of a valid reservation and only for the specific time of the reservation. Applicant as licensee shall be bound by and shall observe the terms and conditions of this application upon which the reservation was issued. In addition, Applicant as licensee shall, and shall cause its guests (defined as any person who enters the Town Hall for the reserved event) to maintain proper decorum and comply with all applicable laws, the terms and conditions set forth in this application and all rules, regulations, and policies of all governmental authorities including the City. The license may be revoked for failure to comply with the rules as determined by the City.

Notwithstanding anything herein, the City of Twin Oaks does not and will not deny a Community Room reservation to anyone on the basis of race, religion, sex, creed, age, national origin, or political views. Further, permitting any group to use the Community Room does not imply the endorsement of such group, or any views of the group, by the City of Twin Oaks. Use of the facility may be denied to a specific organization or individual based upon knowledge of the City of such groups or individuals being unreliable, causing damage to, or peace disturbance in, other public facilities in Twin Oaks or other communities, or when disruption, damage, theft, or other unfavorable history is recorded from previous use of the Community Room or meetings, gatherings or events in other communities.

Representation Concerning Authority & Compliance with Laws:

By signing this Application, I represent that I have read and agree to abide by the above Terms and Conditions and any special conditions for the use of the Community Room. Further, I represent that all information I have supplied in this application is true, correct and complete to the best of my knowledge and belief. If Applicant is a business/nonprofit entity, by signing this, I further represent that I am authorized by the Applicant to sign on its behalf.

Signature

Date

Print Name

Resident Sponsor's Signature & Acknowledgment*
(*required if non-profit User)

Date

City of Twin Oaks Use Only

Community Room Use Request:

Date: _____

Approved

Conditionally Approved

Disapproved

Comments/Special Conditions of Use:

City Administrator/City Clerk

Date

Mayor

Date