

Metro East Saint Louis Community Initiative

FACILITY USE REQUEST FORM

Please return completed form to the Metro Foundation as far in advance of date requested as possible to confirm your reservation. Your date is not reserved until this form is approved and deposit paid.

Email form to: metroeslci@gmail.com

| | | |
|---|--|-----------------|
| Group/Individual: | | Date: |
| Web address: | | Contact Person: |
| Address: | | Phone: |
| City: | State: | Zip: |
| Email Address: | | |
| Date(s) Requested: | Day: <input type="radio"/> Mon <input type="radio"/> Tues <input type="radio"/> Wed <input type="radio"/> Thur <input type="radio"/> Sat First Friday's of each month, availability is limited | |
| Is this a recurring event? <input type="radio"/> Yes <input type="radio"/> No If yes, provide requested dates: | | |
| Time you need the Complex open: | Event Start Time: | Event End Time: |
| Estimated number of people in attendance: | | |
| Facilities needed (Please <input checked="" type="checkbox"/> check all rooms you would like to use): | | |
| <input checked="" type="checkbox"/> Auditorium (100 – 120) (chairs only) | | |
| <input checked="" type="checkbox"/> Lounge (60 – 70 capacity) | | |
| <input checked="" type="checkbox"/> Classroom(s) How many? | | |
| <input checked="" type="checkbox"/> Table(s) How many? <input type="checkbox"/> Other | | |
| Equipment needed (Please <input checked="" type="checkbox"/> check all that apply): | | |
| <input type="checkbox"/> Sound System (Speakers) <input type="checkbox"/> Microphones | | |
| Custodial Services is a requirement for all events – see fee schedule under fees * Initialing below indicates acceptance of all applicable fees and guidelines. | | |

Initial of Responsible Party

Date

Fee Schedule

| | |
|-------------------------------|---|
| Auditorium | \$200 per hour/ minimum 2hrs required additional hours \$75 per hour |
| Lounge | \$150 per hour/ minimum 2hrs required additional hours \$75 per hour |
| Classrooms | \$100 per hour |
| Kitchen (prep & serving only) | \$100 |

A \$150 refundable damage and cleanup deposit is due at time of reservation

For Office Use Only:

Approved by: _____ Date: _____

Amount of Event: _____ Deposit: _____ Amount Paid: _____

CC:
 Custodian Office Building Media Other _____