

**Wentzville Parks & Recreation Department**  
**Wentzville Rec Center (WREC)**  
**Meeting Room Rental Application**



This form must be completed by all patrons requesting the use of the WREC Meeting Room facilities and returned to the following email: [ParkAdmin@wentzvillemo.gov](mailto:ParkAdmin@wentzvillemo.gov)

**Renter Information:**

Name of Renter\*: \_\_\_\_\_ Date Filled Out: \_\_\_\_\_  
Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Organization: \_\_\_\_\_

**\* Renter is required to be onsite at all times for all reservations.**

**Event Information:**

Type of Event: \_\_\_\_\_ Private:  Public:   
Preferred Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Reservation Time Request\*: \_\_\_\_\_ Event Time: \_\_\_\_\_

\*2 hour Minimum must end at Midnight. Include set-up & tear-down time.

**Unless specifically stated on the Meeting Room Use Permit, it is understood that the rental is not for fundraising purposes, and that no admission, parking or gate fee is to be charged.**

**Rental Space(s)**

Meeting Room 1                       Meeting Room 2                       Meeting Room 3

**Please select any additional item(s) that may be needed:** \*See additional reservation fees

Bar                                       Dance Floor                               Easel/Dry Erase Board  
 Microphone                               Podium                                       Projector/Screen  
 Fireplace\*                               Outdoor Space                               Catering Kitchen\*\*  
\* Only available in Meeting Room 1                       Other:                                      \*\*Direct access to Meeting Room 3

**Catering:** Renter may provide their own food and drink, use a Preferred Caterer or use a nonpreferred caterer for an additional fee

Catering Selection: \_\_\_\_\_  
Will there be alcohol served at your event?                      Yes:                       No:                       Alcohol Provider: \_\_\_\_\_

**Please note:** Catering orders including alcohol must be placed 60 days prior to the event date. Caters must provide a City of Wentzville, St. Charles County and State of Missouri Liquor License two (2) weeks prior to the event date.

**HOLD HARMLESS:**

Renter agrees to defend, indemnify, and hold harmless the City of Wentzville, Wentzville Parks and Recreation, its agents, servants and employees from and against any and all liability, actions, causes of actions, claims, demands for suits whatsoever resulting from or arising out of personal injuries, loss of, or damage to property, or involving any impairment of, or damage to any right because of or in any way related to the City resulting from my participation in this activity. Renter also authorizes any photos taken of individual participants to be used in any publicity or promotion materials by the department. Renter and all associated participants assume full risk of harm or injury, both known and unknown, including health risks associated with COVID-19 during facility use. Renter and participants will not hold the City of Wentzville responsible for injuries or sickness arising out of their use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*By signing this document, you acknowledge that you have read and understand the fees, rules and regulations contained within.**

# Wentzville Parks & Recreation WREC Meeting Room Usage Application

## Facility Capacity

Meeting Room 1	73
Meeting Room 2	65
Meeting Room 3	73

## Rental Fees

Hourly Rental Fee *Two (2) hour minimum	\$60 per hour per room
After WREC Operational Hours Rental Fee	\$25 per hour per room, in addition to hourly rate
Late Fee	\$50, Every 15 minutes after rental time ends
Cleaning/Damage Fees	If costs exceed damages/staff labor covered by the damage deposit, the renter will be billed the remaining costs
*Catering Kitchen	\$50
*Nonpreferred Caterer	\$75
*Fireplace (Meeting Room 1)	Ask for Pricing *The fireplace has 1 hour warm up timeframe and will be lit one hour prior to requested time of use
*Projector and Screen	\$50 per screen
*Microphone	\$15 per microphone
*Bar	\$50 per bar
*Dance Floor	Ask for Pricing
*Easel/Dry Erase Board	\$15 per easel
*Podium	\$25

<b>Refundable Damage Deposit</b>	<b>*Payment is due at the time of the reservation request*</b>
Required for all rentals	\$100 per room
Food and/or drink	\$100 (regardless of number of room(s))

## Policy Guidelines/Procedures

### Article I. Intent

The purpose of this policy is to:

1. Create a standardized approach to fee assessment and space allocation for users.
2. Provide equitable and efficient access to facilities and services while attempting to recover taxpayer costs incurred by users who have exclusive use of public property.
3. Educate the public on the value of our facilities and services.
4. Create equitable facility distribution, aid in discipline control, promote respect and value of the facility and services.
5. Develop and maintain a fee structure based on a fair market value.

### Article II. General Reservation Guidelines

1. **Supervision.** The Renter shall provide appropriate supervision to ensure the protection of persons and property. The Renter will restrict all participants to authorized areas only. If the facility is rented for a youth activity, there shall be, at all times, one adult (18 years or older) present in the facility.
2. **Insurance.** Renter shall be responsible for their own personal property, accidents, injuries, damages or loss of property during the time the facility is being used by the Renter.
3. **Use of the Facility.** The Renter is only entitled to the use of the Meeting Room(s) and additional amenities previously reserved and paid for. Use of any other area of the WREC or utilizing any additional services outside of the scope of the approved rental agreement must be arranged in advance with the City.
4. **Inspections.** The City of Wentzville reserves the right to make spot checks on all events being held in the facility.

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5. **Renter's End Time.** The Renter agrees to end the rental session, including completion of clean-up, at the scheduled time on the day of rental.
6. **Post Rental.** Renters are responsible for picking up trash at the conclusion of their event and ensuring the trash is placed in the proper trash receptacles within the facility. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group or the organization using the facility.
7. **Right to Cancel or Refuse Service.** The City of Wentzville and the Wentzville Parks & Recreation Department reserves the right to accept or reject any reservation request to individuals or organizations who, at the sole discretion of the City, do not represent the City's mission or best interests. The Wentzville Parks & Recreation Department also reserves the right to cancel a reservation at any time, including the right to terminate a reservation during the event, if conditions so warrant, in the sole judgement of the staff of the Parks & Recreation Department. No refunds will be given if the rental is terminated.
8. **Adherence to City Rules and Policies.** The Renter and all users shall comply with all Federal and State of Missouri laws and ordinances, rules and regulations of the City of Wentzville, the Parks & Recreation Department and any special rules enforced for the Meeting Room(s) as thought they were set out in full herein.

### Article III. **Reservation Policies and Procedures**

1. Reservations must be made with the Guest Services Supervisor - Facility Reservations, over the phone by calling the Wentzville Parks & Recreation Department at (636) 332-9236, email [parkadmin@wentzvillemo.gov](mailto:parkadmin@wentzvillemo.gov) or in person at 500 Great Oaks Blvd. Wentzville MO, 63385.
2. Reservations may be made one (1) year in advance, and/or must be made a minimum of fourteen (14) days in advance, and will be handled on a "first come" basis.
3. All rental fees must be paid in full at the time a reservation is made, unless a payment plan has been approved by the Parks & Recreation Department Director or their designee. Payment plans will ensure that all rental fees have been received no less than 30 days before the reservation.
4. Rental shall not infringe on or restrict the use of other facilities in the WREC.
5. The renter making a reservation request is solely responsible for the accuracy and completeness of any document associated with the reservation process. Incomplete request forms may result in delays for processing, reviewing and approving a reservation request.
6. Rental Receipts are not transferable under any circumstances and third party rentals are not permitted.
7. Changes in the reservation, including dates, times and/or cancellations, made after acceptance of the Rental Receipt by the Parks & Recreation Department, must be submitted in writing, and all confirmation of any changes will be sent as a new Rental Receipt documenting all changes made.
8. No Rental Receipt or Reservation Policy shall be taken for or signed by persons under 18 years of age. Persons under 21 years of age signing a Reservation Policy shall not allow alcoholic beverages.
9. In the handling or custody of property of any kind shipped or delivered to the premises at any time, the City and its employees shall act solely for the accommodation of the Renter and shall not be liable for any losses or damages to such property.

### Article IV. **Users**

1. Groups or individuals using the WREC Meeting Room(s) will be required to comply with rules and policies governing the facility. Failure to comply could subject to group or individual to the loss of use privileges and additional fees.
2. The following uses are generally permitted: meetings, luncheons, showers, parties, receptions, dances, social or cultural activities and certain fundraising activities. If a user is renting the WREC Meeting Room(s) for sales/solicitations or certain fundraisers events, users could be required to obtain the City of Wentzville's Special Event Permit.

### Article V. **Use Regulations**

1. **Reservation Facility Use Time:** Facility usage begins and ends at the times stated on the Rental Receipt, including inspections, setup, event and clean-up.
2. **Reservation Facility Use:** The Renter has the right to use the specified premises, as stated in the Reservation Policy, and no other. The guests of the Renter, food and beverages are restricted to the specified rental area. If, for any reason, the Renter is unable to attend his/her function, he/she must designate a person responsible and inform the Wentzville Parks & Recreation Department in writing at least two (2) business days before the reservation.

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- a. All portions of the sidewalks, vestibules, hallways, restrooms and doors of the premises shall in no way be obstructed.
  - b. The Renter shall use the facility in a safe and careful manner and shall not in any way mar, deface, alter or damage any part of the facility or properties rented. In case any damage or losses occur, the Renter shall reimburse the City for all damages
3. **Special Events:** Rentals that wish to hold a fundraiser may have to complete a Special Event Application and submit for approval to the Parks & Recreation Department.
  - a. Decisions about whether a rental is or is not considered a Special Event will be made by the City of Wentzville.
  - b. Special Event Applications are completed and submitted on the City of Wentzville Parks & Recreation website. Special Event Applications require a \$50 payment at the time of submission, \$25 for a nonprofit organization. Questions about Special Event Applications or Special Event processes should be directed to the Parks Business & Technology Superintendent at (636) 639-2081 or [ParkAdmin@wentzvillemo.gov](mailto:ParkAdmin@wentzvillemo.gov).
  - c. A Certificate of Insurance naming the City of Wentzville as an additional insured in the amount of \$4 million aggregate (unless prior approval of a lesser amount) may be required. All endorsement pages must be included with the Certificate.
  - d. Special Events open to the public may be required to provide security officers to be on duty. A security officer may include a private licensed officer, reserve police officer or off-duty police officer.
4. **Pre/Post Use Inspections:** For the convenience of the Renter, a Building Attendant will be in the WREC during the rental. If needed, the Renter may contact the Building Attendant located at the Front Desk.
  - a. A complete walk-thru will be conducted prior to and at the completion of the rental with a Building Attendant. The Building Attendant will note any current damages or issues with the facility before and after the Renter's event.
  - b. The Renter responsible for the event must sign the facility checklist provided by the Building Attendant before and after the event.
  - c. Any damage determined to have occurred during the time of the rental will be the responsibility of the Renter. Damages and rental time in excess of the Rental Receipt shall be noted on the checkout sheet.
  - d. The Renter shall be contacted within five (5) business days through written notification of cost of damages and/or additional charges.
5. **The Renter shall be responsible for:**
  - a. Decorating the facility for the rental, including table covers, however, no confetti, glitter or loose paraphernalia may be used on table/counter tops as part of the decorations.
  - b. Items such as tape, scissors, extension cords, ladders, tablecloths, etc. must be provided by Renter.
  - c. Decorations shall not be attached to the partitions, light fixtures, ceilings or sprinkler systems. Decorations shall not alter or damage any surfaces. The Renter is only allowed to use painters tape on surfaces.
  - d. No candles or open flames, unless food warming or battery-operated.
  - e. Removing all decorations, including table covers, balloons, crepe paper, etc. before the end of the rental period.
  - f. Placing all trash in the provided trash receptacles.
  - g. Informing caterers (if applicable) that they must provide their own supplies and are responsible for kitchen clean-up. This includes cleaning the warming oven, sink and counters.
  - h. All persons vacating the Meeting Room(s) by the predetermined departure time stated on the Rental Receipt.
  - i. Entertainment, catering or other agents of the rental are the responsibility of the Renter.
  - j. Groups shall promptly advise the City of Wentzville Parks & Recreation Department of any unsafe/dangerous conditions.
  - k. The noise level must not disturb other facility renters or patrons. If there is a complaint the Building Attendant will inform the renter. If the noise level continues the Building Attendant will terminate the rental. No refunds will be given for terminated rentals.
6. **Security:** May be required at the discretion of the City. All costs are the responsibility of the Renter.

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7. **Vendors:** Outside vendors of any nature that are not already approved by the Parks & Recreation Department are not allowed to conduct business on the premises unless approved in writing by the Parks & Recreation Department in advance.
8. **Animals:** Animals or any sort are NOT ALLOWED in the facility. The only exception is certified service animals.

### Article VI. **Alcohol, Tobacco and Gambling**

1. **Alcohol Policy:** Renters 21 years and older may permit alcohol on the premises, and must control the consumption of alcohol by all guests in accordance with the ordinances of the City of Wentzville. The sale of alcoholic beverages is prohibited unless the Renter has obtained a proper liquor license through the City of Wentzville, St. Charles County and the State of Missouri.
  - a. A copy of a valid state issued photo ID is required when alcohol is being consumed.
  - b. If money is being exchanged for an alcoholic beverage, a City of Wentzville, St. Charles County, and State of Missouri liquor license must be provided at least two (2) weeks prior to the event date. \*Please note, the process typically takes 14 business days to complete.
  - c. The City requires a catering liquor license for each event in which the caterer will be serving alcohol. A City of Wentzville, St. Charles County and State of Missouri catering license must be provided at least two (2) weeks prior to the event date. \*Please note, the process typically takes 14 business days to complete.
  - d. Renters hosting a BYOB (bring your own bottle) are not required to have a license.
  - e. For information and/or clarification, call the City Clerk at (636)327-5101.
2. **Tobacco Policy:** Per City Ordinance 3793, it shall be unlawful for any person to smoke or use tobacco products, oral tobacco products, e-cigarettes or vaping products while on the City's Government Center Campus or in the City's parks. This includes any vehicles parked on City owned properties.
3. **Gambling Policy:** Gambling is not allowed. Failure to comply may result in termination of reservation, denial of any subsequent use of facilities and/or forfeiture of the reservation fee in addition to all applicable consequences.
  - a. Per Missouri State Gambling Statute 313, the operation of bingo and other associated games is restricted to qualified religious, charitable, fraternal, veteran and service organizations.
    - i. The organization is a bona fide religious, charitable, fraternal, veteran and service organization exempt from federal income taxes as provided in sections 501(c)3, 501(c)4, 501(c)5, 501(c)7, 501(c)10 or 501(c)19.
    - ii. Has been in existence for at least five years.
    - iii. Have at least 20 members for the last five years.
    - iv. Those organizations that meet the criteria must apply for a bingo license with the State of Missouri.
    - v. If the above criteria are met, the organization must contact the Missouri Gaming Commission to obtain a special bingo license 6-8 weeks prior to the event and submit a copy of the license to the Wentzville Parks & Recreation Department at least two (2) weeks prior to the event.
  - b. Raffles, conducted by any organization recognized as a charitable or religious pursuant to federal law, may be conducted in which a person risks something of value for a prize. By law, the general assembly may provide standards and conditions to regulate or guarantee the awarding of prizes.
    - i. Game nights such as mouse races, Las Vegas night and trivia nights are permitted; however, the Renter is prohibited from utilizing cash as an award or gambling mechanism.
    - ii. A detailed list of all prizes must be submitted to Wentzville Parks & Recreation Department two (2) weeks before the event.
    - iii. Firearms cannot be used as prizes.
    - iv. Alcohol may be awarded as a prize only if all ordinances of the City of Wentzville are followed.
4. Renters that violate these policies may be fined or prosecuted.

### Article VII. **Cancellation and Refunds**

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1. **Application Refusal.** The City of Wentzville reserves the right to refuse or cancel any rental application that is contrary to public safety and welfare ordinances and policies.
2. **City Cancellations Due to Cause.** The City of Wentzville reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause or failure to comply with any of the above terms and conditions. In such cases, the Renter will, upon request, immediately remove all persons and equipment they have from the facility. There will be no refunds issued for these cancellations.
3. **Weather & Safety Cancellations.** Under certain weather conditions, the City of Wentzville may declare Meeting Room(s) conditions unsafe or unacceptable. This decision is at the sole discretion of the Parks & Recreation Director or their designee. The City reserves the right to cancel any event due to special circumstances, scheduling conflicts and/or program requirements. When events are canceled, the City will make every effort to reschedule at a time convenient to the Renter. In the event the function cannot be rescheduled, a refund will be processed.
4. **Damage(s) & Deposit:** The damage deposit(s) is refundable after inspection is complete and will be processed the week after the rental.
  - a. Renters receiving their refund via card should expect to receive their refund within two weeks (14 days) after their event.
  - b. Renters receiving their refund via check should expect to receive their refund within 30 days of the event.
  - c. If damages or losses occur, fees will be deducted from the damage deposit(s). If costs exceed damages covered by the damage deposit(s), the renter will be billed the remaining costs. Damages will be noted on the facility checklist that must be signed by the responsible party at the time the reservation begins and before the responsible party leaves.
  - d. Every 15 minutes that the Renter is in the Meeting Room(s) after the predetermined departure time, \$50 will be deducted from the damage deposit(s) refund.
5. **Renter's Cancellations.** In the event the Renter finds it necessary to cancel any of the rental periods of the Meeting Room(s) for which it has reserved, written notice must be submitted in writing to [Parkadmin@wentzvillemo.gov](mailto:Parkadmin@wentzvillemo.gov).
  - a. Reservation cancellations must be submitted at least thirty (30) days prior to the reservation. A full refund will be issued minus a \$10 administrative fee.
  - b. Reservation cancellations submitted less than 30 days, but more than 14 days prior to the reservation, the fee will be refunded at 50% of the rental fee. Or, the reservation can be rescheduled minus a \$10 administrative fee.
  - c. Reservation cancellations submitted less than 14 days prior to the reservation will forfeit the rental fee. Or, the reservation can be rescheduled minus a \$10 administrative fee.
  - d. For a Meeting Room(s) cancellation, all other additional fees paid will be refunded back to the original form of payment.

### Article VIII. Inclement Weather

1. The Parks & Recreation Department staff will work with the Renter to determine the appropriate course of action(s) when inclement weather is encountered. However, the City of Wentzville reserves the right to postpone, cancel or delay any activity within the parks due to inclement weather, which consists of, but is not limited to, severe thunderstorms, ice and snow. Credits/refunds will be considered when inclement weather meets the following criteria:
  - a. A reservation may be canceled or postponed if unsafe roads or other conditions put guests or employees at risk when in the facility or traveling to and from the facility.
  - b. Any inclement weather that falls outside of the mentioned criteria will be determined by the City.
2. If an activity becomes disrupted by inclement weather, the following policies will be enforced:
  - a. If the activity is halted before it begins (Renter never arrives at the facility or starts setup), the reservation fee will be refunded or credited in full.
  - b. If the activity commences (setup and/or event begins) before being halted by weather conditions, the Renter will receive a prorated refund/credit.
3. Renters, who cancel on their own prior to their rental time for reasons not stated above, may not receive a refund or credit.

### Article IX. Maintenance Activities

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1. **Scheduled Annual Maintenance.** The City of Wentzville reserves the right to block time each year as necessary to complete required maintenance. Should the Meeting Room(s) become available during these dates, they will be made available on a first-come, first-served basis.
2. **Emergency Maintenance.** The City of Wentzville also reserves the right to schedule critical repairs during the scheduled Meeting Room(s) rental, and may close the entire Meeting Room (s) to accomplish these. Staff will make every effort to inform the Renter of these maintenance activities or give as much notice as possible.

Article X. **Hold Harmless**

1. Renter agrees to defend, indemnify, and hold harmless the City of Wentzville, Wentzville Parks and Recreation, it's agents, servants and employees from and against any and all liability, actions, causes of actions, claims, demands for suits whatsoever resulting from or arising out of personal injuries, loss of, or damage to property, or involving any impairment of, or damage to any right because of or in any related to the City resulting from my participation in this activity.
2. Renter also authorizes any photos taken of individual participants to be used in any publicity or promotion materials by the department.
3. Renter and all associated participants assume full risk of harm or injury, both known and unknown, including health risks associated with COVID-19 during facility use. Renter and participants will not hold the City of Wentzville responsible for injuries or sickness arising out of their use of the facility.
4. This Reservation Policy and all terms and conditions shall be binding to the benefit of the parties hereto, their heirs, executors, administrators, personal representatives and successors.

**I have reviewed the rules and policies covering this rental.**

Renter Name: (Print) \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARD Staff: (Print) \_\_\_\_\_

PARD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_