

Ethical Society of St. Louis Facility Use Policy and Guidelines

Requesting Procedures

Individuals or groups planning an event must confirm space availability with the Coordinator. If the requested space is available, a **Facility Use Agreement** and the appropriate security deposit must be submitted 30 days before the event.

Rental Requirements

Parties wishing to rent the Ethical Society of St. Louis (ESSL) facilities for non-ESSL events must complete a standard Facility Use Agreement. ESSL may request the renter provide a certificate of liability insurance with coverage of \$1,000,000. This is sometimes called a One Time Event Endorsement. If required, a copy of this rider must be given to the office for rental to be approved.

All parties renting ESSL facilities agree to indemnify and hold the ESSL harmless from and against any and all claims, damages, liabilities, expenses and judgments of whatever nature arising out of use of the facilities and parking lot.

Fees and Costs

Facility usage fees, required staff services, and security/damage deposits will be governed by the most current Facility Use Agreement.

Staff Services

- Separate arrangements must be made with the Leader and Ethical Culture Officiants if their services are requested. An **Officiant Application** must be submitted with the appropriate fee.
- Usage of the audio/visual equipment in the Auditorium requires an ESSL-sanctioned technician, and the fees associated with this service will be paid according to the most current Facility Use Agreement.
- Event coordination and staging services may be arranged separately and at added cost through the Coordinator
- Custodial services are required for any non-ESSL events using the facilities unless previous arrangements have been made.

Facility Usage Guidelines

- No events shall be scheduled on Sundays prior to 2:00 p.m.
- Activities and programs are limited to the space that is assigned.
- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- Dining or serving food is limited to pre-approved areas.
- Kitchen use and food storage must be in accordance with **Kitchen Use Guidelines**.
- The number of persons permitted in each room is specified on the Facility Use Agreement.
- Charges are for four hours which includes time for set-up and clean-up. Depending on room availability, additional set-up time may be arranged at extra cost. If the event extends beyond the time requested, payment for the additional time will be charged at the specified hourly rate, and can be deducted from the security deposit.
- All non-members applying for use of the facility must be at least 18 years of age.

- A damage/security deposit is required for all rentals. Rules governing these deposits can be found on the Facility Use Agreement.
- Decorations - No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls and/or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
- Candles may be used in specific areas with the approval of the Coordinator.
- The use of confetti, rice and sparklers is not allowed on ESSL property.
- No fires may be built in the fireplace.
- The use of tobacco or illegal substances is not permitted in the facility or on the property.
- Firearms are not permitted in the facility.
- In accordance with Missouri law, wine, beer and champagne may be dispensed and consumed in the building, 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. All laws concerning alcohol consumption by minors must be observed.
- No food or beverages are allowed in the Auditorium.
- Deliveries and payment for deliveries should be arranged by the renter with notice given to ESSL staff. Deliveries and retrieval of rented goods can only occur during regular office hours, 9:00 a.m. – 3 p.m., Monday through Friday excluding holidays.
- Children must be supervised at all times. Use of playground equipment is at user's own risk.
- ESSL participates in a recycling program, and anyone using the facilities is encouraged to use the appropriate recycling bins to reduce the amount of trash created. We recycle paper, plastic, aluminum, and glass.
- No facility user may advertise the ESSL name in their marketing or promotional literature as a sponsoring organization without approval from the Coordinator unless it is an American Ethical Union or affiliated organization event. Non-ESSL events are prohibited from listing the ESSL phone number on advertising materials as a contact number for further information. It is the responsibility of the user to provide all necessary information, including directions, to those who may need them.
- Requests for use of the organ, piano, video projector, fixed PA system, or any other equipment belonging to the ESSL shall be made to the appropriate committee, through the Coordinator.
- In the event ESSL determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable either to you or your service providers for any such cancellation.
- If inclement weather conditions beyond the control of ESSL prevent the envisioned use of the facility, ESSL reserves the right to cancel the contract at any time. A refund will be given or a rescheduled time and date will be set by the Coordinator and the rental party.
- ESSL makes every attempt to keep walkways, lots and driveways passable during inclement weather. However, ESSL assumes no obligation for ice and snow removal for storms which immediately precede a scheduled event and thereby make the walkways and parking lots unusable. On consultation with ESSL and assuming it to be mutually agreeable, the rental party may contract for snow or ice removal service at their expense.

- 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.
- ESSL reserves the option to formally welcome your group or organization from the podium or stage. This welcome will last no more than two minutes.