



Girl Scouts of Eastern Missouri Berges Family Girl Scout Program Center Facility Use Agreement

The Berges Family Girl Scout Program Center is available for Girl Scout Member use. All reservations need to be made through The Answer Center at 314.400.4600. Reservations open on January 1 and June 1 for six month periods.

Reservations must be made one month in advance of use. Capacity of Program Center is 150 people. Final determination of use of facility will be made by Girl Scouts of Eastern Missouri.

Fee structure:

Up to four hours:	\$150
Day use 4 to 8 hours:	\$225
8 to 15 hours:	\$500

Security deposit due upon reservation of \$100. Balance of rental fee due two weeks prior to use. In case of cancellation within two weeks of use, deposit will be forfeited.

All rates to include one free hour for set-up time. Payment will be made by check submitted to Girl Scouts of Eastern Missouri upon reservation.

RULES AND REGULATIONS

1. **COUNCIL PROPERTY** – will not be loaned, borrowed, or removed from Program Center premises. Program Center property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. **FACILITY CARE** – The Program Center must be left clean and orderly with furniture and property returned to its designated place. All set-up and take-down is responsibility of rental party.
3. **KITCHEN RULES** – Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location. Program Center supplies are not to be used. Groups using facility shall bring their own supplies.
4. **AUDIO/VISUAL SYSTEM** – Audio/visual equipment is available for use upon request. The system must be operated by trained GSEM staff members.
5. **NO SMOKING AND NO ALCOHOL USE ALLOWED**
6. **BUILDING USE** – All groups agree that they will ensure that all event participants leave the building after the event.

7. SUPERVISION OF CHILDREN AND YOUTH – GSEM seeks to provide a safe environment for our members. All users of the facility are expected to follow the guidelines of this policy including the following:
 - Follow girl/adult ratios
 - Adult supervision is required at all times
 - No tag-alongs allowed

8. FOOD AND DRINK – Food and drink should be limited to designated areas. Anyone using the Program Center is responsible for cleaning after each use. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, tablecloths, etc.) and remove immediately after the event.

9. DECORATIONS – Decorations may not be attached to the walls or doors. All decorations must be removed immediately and completely following the event.

10. BREAKAGE – All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

11. All outside vendors must furnish a Certificate of Insurance in the amount of one million dollars naming Girl Scouts of Eastern Missouri as certificate holder prior to program or event.

12. SAFETY – For the safety and security of our members and guests, GSEM prohibits certain items from being brought into the Program Center:
 - Guns & Firearms
 - Martial Arts & Self Defense Items
 - Bows & Arrows
 - Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items
 - No use of sports equipment such as balls, bats, etc.

13. ELIGIBLE USERS – Use of Program Center is limited to members of GSEM. No public events are allowed.

I have read this agreement and agree to the terms and conditions.

Print Name: _____ Staff Supervisor of Event _____

Signature: _____ Signature _____

Name of group: _____ D _____ N _____

Date: _____

Office Phone Number: _____ Cell Phone Number: _____

Staff Member Phone Number: _____

***Staff member present at event will be responsible to see that all rules and regulations are followed at event.**