Important Information

Payment:
Half of the rental fees are due at the time of reservation. The damage deposit is not included in the first payment. The remaining balance including the damage deposit is due 30 days before the event.

Security Deposit:
The security deposit is refundable if all aspects of the contract are observed including: making sure there is no damage done to the facility or property, the facility and kitchen (if applicable) are restored to their original condition, and you do not come before or leave after your stated rental time.

Cancellations:
Cancellations must be made in writing by the applicant whose signature is on the contract. Cancellations made thirty (30) days or more before the event forfeit 20% of the total rental fee. Cancellations made less than thirty (30) days before the event forfeits the entire rental fee.

Non-Profit Organization Rates:
The organization representative must provide a copy of the organization's charter stating that they are a non-profit organization. The charter must be provided at the time of reservation. On the rate sheet to the left, the non-profit organization rates are divided into Resident and Non-Resident rates. The location of the organization's headquarters (the address on the charter) will determine the residency status. All payments must be made by an organization check.

Alcoholic Beverages:
Alcoholic beverages are not permitted in the Heman Park Community Center or on it's grounds. The policy may be waived for wedding receptions or similar events provided a Request for Alcohol Ban is submitted for approval thirty days prior to your event. For events where any fee is charged and alcohol will be served, we require State and City of University City liquor licenses as well.

MORE IMPORTANT INFORMATION

* Applicants and or organizations are held monetarily responsible for any damages or destruction of property incurred during their scheduled event.

* Applicants may not store private property on Heman Park Community Center premises and all decorations (indoors/outdoors) must be removed after your scheduled event.

* Your event floor plan must be submitted thirty (30) days before your event. The tables and chairs will be set up according to your submitted plan. Your floor plan will be considered final and no changes will be accepted less than two weeks before your event.

* The Heman Park Community Center has been designated a disaster relief center. If a disaster should occur, we may reschedule your event or issue a full refund.

UNIVERSITY CITY

Reservations Accepted at:
Centennial Commons
7210 Olive Boulevard
University City, MO 63130

Phone: 505-8617

Rev. 12/11 lte

UNIVERSITY CITY

HEMAN PARK COMMUNITY CENTER RENTAL INFORMATION

HEMAN PARK
COMMUNITY CENTER
975 PENNSYLVANIA AVENUE
UNIVERSITY CITY, MO 63130

314-505-8617

COMMUNITY CENTER RENTAL INFORMATION

The Heman Park Community Center is available for rental by both residents and non-residents, and can accommodate a variety of events including: wedding receptions, group meetings, dances, staff training, seminars, family reunions and organization fund raisers. It is available for rentals Fridays after 6 pm and Saturdays and Sundays; with weekend rental hours from 7:00 a.m. until 1:00 a.m. and is accessible for all individuals. Prices vary according to residency status and discounted prices are available for non-profit organizations.

All reservations must be made more than 30 days in advance

Call for an appointment: 505-8617

The Heman Park Community Center is rented for a minimum of four hours of time; an hourly rate is applied for each additional hour thereafter. When renting the Community Center, please keep in mind that you will be charged for the time you are in the building from set-up to clean-up, and that time needs to be taken into account when you consider the rate you will be charged.

Capacity:

	Banquet Style	Auditorium Style
1/2 Hall	125People	200 People
Whole Hall	250 People	400 People

1/2 Hall = 50' x 50'
Whole Hall = 100' x 50'

Tables:

Card Tables:	3' x 3'	Seats 4
Banquet Tables:	6' x 3'	Seats 6

RENTAL RATES

		Res.	NR
Private Event Friday after 6 pm and Sundays	**Half Hall**		
	first four hours:	**$245.00**	**$311.25**
	each additional hour:	**$61.25**	**$77.81**
	Whole Hall		
	first four hours:	**$525.00**	**$661.25**
	each additional hour:	**$131.25**	**$165.31**
Private Event Saturday	**Half Hall**		
	first FIVE hours:	**$400.00**	**$500.00**
	each additional hour:	**$80.00**	**$100.00**
	Whole Hall		
	first FIVE hours:	**$800.00**	**$1,000.00**
	each additional hour:	**$160.00**	**$200.00**
Non-Profit Organization Function (Fridays after 6 pm and Sundays only)		**Res.**	**NR**
	Half Hall		
	first four hours:	**$130.00**	**$240.00**
	each additional hour:	**$32.50**	**$60.00**
	Whole Hall		
	first four hours:	**$250.00**	**$420.00**
	each additional hour:	**$62.50**	**$105.00**
Non-Profit Organization Fund Raising Event (Fridays after 6 pm and Sundays only)		**Res.**	**NR**
	Half Hall		
	first four hours:	**$195.00**	**$305.00**
	each additional hour:	**$48.75**	**$76.25**
	Whole Hall		
	first four hours:	**$375.00**	**$545.00**
	each additional hour:	**$93.75**	**$136.25**

For All Private Youth Events/Activities (under 21 years old):

Limited to U. City residents only . Reservation must be made three months (90 days) in advance . Only 1/2 of facility may be rented . Attendance limited to room capacity of 125 . Security deposit of $500 (refundable) and activity rental due at time reservation is placed . *Must employ four (4) off-duty University City Police Officers (arrangements made by department staff). If required number of officers cannot be arranged within 45 days prior to the event, renter will be contacted and full refund issued . Requires chaperones (25 years or older) of 1 adult per 15 youth . Names/signatures of all chaperones required 30 days prior to event. One chaperone required to check guest at facility entrance . No tickets/admission or other fees may be charged prior to or collected at facility . Disruptive behavior will not be tolerated. Violation will result in the immediate termination of event, forfeiture of security deposit and future department facility rentals . Music provided/played may not contain explicit language.
Detailed policy available upon request.

Refundable Damage Deposit Half Hall : Whole Hall :	 **$100** **$200**
Kitchen Fee	**$65**
Food Fee Any event providing food or refreshments at their event will be charged this fee if the kitchen is not available during the event.	**$30**
Alcohol Request Fee	**$10**
Police Fee Any event where monies are exchanged on the premises OR any *youth event (21 and younger) is required to have police officers attend the event.	**$25 per hr. per officer** **1/2 hall : 2 officers** **Whole : 4 officers**