



**WORKERS EDUCATION SOCIETY**  
2929 S JEFFERSON AVE ST LOUIS, MO 63118  
WORKERSEDUICATIONSOCIETY.ORG

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**St. Louis Workers' Education Society: Hall Rental / Usage Agreement**

\_\_\_\_\_  
Renters Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Cell Phone Number for on-site contact (if different)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Billing Address

1) This Agreement is made on \_\_\_\_\_, between Don Giljum, sec-treasurer of the *St. Louis Workers' Education Society* (hereafter **StLWES**), and

\_\_\_\_\_  
(hereafter **Renter**).

In consideration of the sum of (circle one):

\$100.00 for up to 4 hours

\$200.00 for 5-8 hours

\$400.00 for 9-12 hours

**StLWES** agrees to rent the area of the Green Meeting Hall to **Renter** on

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ .  
(Date) (Time)



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- 2) The **Renter** agrees to pay a non-refundable reservation deposit in the amount of \$100 to secure the date for hall rental. This initial payment with the signed contract must be returned seven (7) days prior to the reserved date.
  - 3) The **Renter** assumes all responsibility for the actions of their guests and any nuisances or damages caused thereby. If alcohol is served, the **Renter** assumes ALL responsibility; alcohol can NOT be served to anyone under the age of 21, and is limited to the meeting hall area and cannot be consumed in the parking lot area; the **Renter** will remove from the premises any person deemed to be a nuisance or problem; **StLWES** reserves the right to call the police and have any such person removed.
  - 4) In the event of the employment of an attorney by **StLWES** because of any breach of any term or condition of this rental agreement, the **Renter** shall pay such attorney's fees and other costs or expenses incurred by **StLWES** associated with said breach.
  - 5) **StLWES**, its Officers, Advisory Board and members are NOT responsible for any rental or personal property loss, damage or stolen on the premises.
  - 6) **Rules and Regulations:** The **Renter** shall faithfully observe and comply with **StLWES** guidelines spelled out in this contract. **StLWES** shall NOT be responsible to **Renter** for nonperformance of said guidelines by any other person or renter. The facility is to be used with great care and respect. **Renter** shall use the Green Meeting Hall only for specific purposes and activities described herein as:
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No other purpose shall be permitted unless otherwise approved in writing by **StLWES**. **Renter** shall NOT allow the Green Meeting Hall to be used for any improper, immoral, unlawful or objectionable purpose, nor shall **Renter** cause, maintain or permit any nuisance in or about the Green Meeting Hall or other **StLWES** property, including, but not limited to, objectionable or harmful noises and odors. **Renters** shall not commit or suffer to be committed any waste in or upon the Green Meeting Hall. **Renter** shall NOT use the Green Meeting Hall or permit anything to be done in or about the Meeting Hall which in anyway conflicts with any private, restrictive covenant, law, statute, ordinance or any other rule or regulation in any municipal or state agency.

- 7) No Green Meeting Hall property can be removed from the premises at any time.
- 8) **Renter** assumes full responsibility for clean up after said event. In the event the Green Meeting Hall has NOT been cleaned appropriately – ALL trash in the provided garbage cans and/or dumpster, and anything else that needs reasonable attention – **StLWES** may employ others for cleanup at a cost of \$200 to **Renter**.
- 9) Sidewalks, passages, exits, entrances, stairways and ramps of the Green Meeting Hall shall NOT be obstructed or used by **Renter** for any purpose other than ingress and egress, to and from the Meeting Hall.
- 10) The toilet rooms, urinals, washbowls and other apparatus shall NOT be used for any purpose other than that for which they are constructed and no foreign substance of any kind



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whatsoever shall be placed therein. The expense for any breakage, stoppage or damage resulting from violation shall be the responsibility of the **Renter**.

11) Kitchen facilities and all kitchen appliances shall NOT be used for any purpose other than that for which they were constructed. Kitchen facilities shall be used only for the warming, re-warming or chilling of food items. No cooking or baking is allowed in the Green Meeting Hall without the express written prior approval of **StLWES**.

12) **Renter** and **StLWES** shall view, walk-through and/or otherwise spot-check the Green Meeting Hall at least one-week prior to said event and immediately after said event to ensure that the Meeting Hall is left by Renter in the condition in which it was found.

13) The Green Meeting Hall is a non-smoking facility. ALL smoking must be done outside of building.

14) In the event of a false alarm during the time specified in this contract, the **Renter** shall pay a \$50 service fee to **StLWES**.

15) **Liability and Breach: StLWES**, its Officers, Advisory Board and members, are NOT liable for any and all accidents or injuries occurring within the building or outside of the building commonly known as 2929 S. Jefferson Ave., at the time this contract is in effect with **Renter**.

16) **Renter** shall make sure its guests, employees and visitors stay within the area designated as the Green Meeting Hall and will assume responsibility for any and all damages that occur to other parts of the building, including the offices of **StLWES** and its tenants in which time this contract is in effect.

17) **Renter** agrees to comply with ALL provisions of this contract. **Renter** agrees to indemnify and hold harmless StLWES, its Officers, Advisory Board and members from all claims, including any claimed litigation expenses, court costs and attorney's fees arising out of **Renters** said use of the premises and to indemnify and hold harmless from and against any judgment based on said claim.

Signed and Accepted by:

\_\_\_\_\_  
**StLWES**

\_\_\_\_\_  
**Renter**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



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### **Guidelines for Green Meeting Hall Rental/Usage**

Rental/Usage to **StLWES** members, allied organizations or individuals shall be on a 1st come 1st serve basis. With the completion of a contract and deposit of \$100 your date will be reserved. Cost of rental/usage will be \$100, unless otherwise agreed to by **StLWES**. All monies and/or deposits are due seven (7) days prior to the event. There is no cancellation or refund after this point.

All rental/usage must be completed and the Meeting Hall vacated no later than 12 p.m., midnight, unless otherwise agreed to by **StLWES**.

**Renter** shall arrange with their assigned Meeting Hall manager for time needed to set-up and walk-through or spot-check.

After the event, **Renter** must:

- Clean ALL counters and tables
- Remove any blue tape and/or decorations
- Clean event food out of refrigerators
- Sweep up and/or mop up any large spills
- Put all trash into trash cans and if full empty trash into dumpster
- Make sure parking lot is pick-up
- Ask any remaining guests to leave the premises
- Conduct post-event walk-through with designated Hall manager

Signed and Accepted by:

\_\_\_\_\_  
**StLWES**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Renter**

\_\_\_\_\_  
**Date**