

CONFERENCE ROOM USAGE AGREEMENT FORM

This form must be signed, dated and returned with the "Application for Conference Room Use" form at least two business days prior to the event to avoid any delay to the review of your application for use of the conference room.

Usage Rules and Terms of Agreement for External Parties:

- 1. Reservations may be made by groups and organizations meeting on County Government related business. Meetings must not interfere with the operation of the County Government business, events, or programs. In the event of such a conflict, the Government program will receive priority.

THE COUNTY RESERVES THE RIGHT TO RESCHEDULE OR REASSIGN CONFIRMED CONFERENCE ROOM RESERVATIONS TO ACCOMMODATE COUNTY GOVERNMENT SPONSORED PROGRAMS AND EVENTS.

- 2. No room may be reserved more than three (3) months in advance, or scheduled for more than three (3) consecutive days.
3. Usage is provided on a first-come, first-serve basis with preference given to County Government meetings and County Government sponsored events.
4. Admission fees or solicitations are prohibited.
5. Non-alcoholic beverages and snacks will be allowed but no meals may be served. Smoking and alcoholic beverages are prohibited. Other facility specific rules may apply.
6. Equipment or furniture belonging to any group may not be stored in County buildings. The County will not assume responsibility when materials or other property are left on the premises.
7. Groups must pay for any damage to any County property while in their possession or resulting from their use. It is agreed that the provisions of the Federal Tort Claims Act will control for Federal agencies.
8. Conference room use is limited to the hours listed for the conference rooms identified on Attachment 1. Meetings must be finished within their reserved time and at least fifteen (15) minutes before the close of business. Conference rooms are not available on weekends and holidays.

9. Mail, Messages, Etc: The use of County conference rooms does not authorize the use of the County as the organization's headquarters or mailing address.
10. Permission to use County conference rooms is revocable and does not constitute a lease, nor does it imply that the County endorses the aims, policies, views or activities of the group, organization or person using the room.
11. The Policy Team of the Departments of Highways and Traffic and Public Works will be the final authority in granting or refusing permission for the use of the meeting facilities.
12. Person designated as the "Responsible Person" is responsible for the conduct of the meeting participants. All persons younger than 18 years old must have adequate supervision, with at least 2 adults present at all times.
13. The maximum occupancy for the conference room shown on Attachment 1 must not be exceeded.
14. Groups are expected to leave the room in an orderly and acceptable condition with all personal property removed and trash placed in the receptacles provided.
15. Groups may bring in their own equipment or use outside vendors but must inform the Conference Room Coordinator of such instances.
16. The County reserves the right to modify the terms of this agreement without notice.

Failure to observe these rules may result in the denial of use of the meeting place by the organization concerned. County Government staff will refer questions about the organization, other than day and time of meeting, to one of the contact persons named on the application.

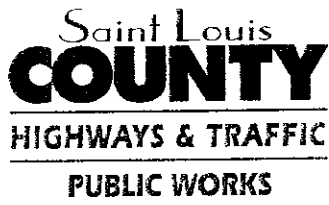
I have fully read this Conference Room Usage Agreement. I agree to abide by the terms and conditions of the Usage Agreement. If I have stated that I represent an organization on whose behalf I have read and completed these forms, I hereby represent that, as well as acting on my own behalf, I am also duly authorized to represent the named organization and to enter into this agreement on its behalf.

Name of Organization (if any): _____

Responsible Person (signature): _____

Responsible Person (printed): _____

Date: _____



APPLICATION FOR USE OF CONFERENCE ROOM

COMPLETE FORM USING THE TAB BUTTON

Date of Application

Date Requested: Day of Week: Mo Tu We Th Fr

Beginning Time of Use: Ending Time of Use:

Describe Government Related Purpose Or Issue:

Expected Attendance:

Name of Organization:

Responsible Person:

Address:

City: Zip:

Day Phone: Cell Phone:

E-mail Address:

County Use Only

Confirmed by _____ Date Confirmed _____

Highways and Traffic & Public Works Conference Room Information

| Location | Internal Only (IO) or Internal/External (I/E) | Hours Available | | Capacity | | Parking Availability | Tables (M-Moveable Tables) | Chairs | Network Capability | Telephone (S=Speaker phone) | Miscellaneous Resources | | Coordinator The address for all contacts is: Departments of Highways & Traffic and Public Works, 121 S. Meramec, Clayton, MO 63105 |
|--|---|----------------------|----------|----------|----------|---|----------------------------|--------|--------------------|-----------------------------|---|---|--|
| | | Internal | External | Internal | External | | | | | | Chalk Board, Dry Erase Board, Wall Mounted 24"x30" tablet, Pull Down Projection Screen, Easel | *Electronic Resource Available: | |
| 41 S. Central - 6th Floor | IE | 7:00 AM thru 5:00 PM | | 25 | | Shaw Park Parking Garage & Parking Meters | 1 | 25 | Yes | 1 | Dell 2300 Projector | *Electronic Resource Available: | Rose Everson 615-5184 Revserson@stlouisco.com |
| Justice Service Center - Level O | IO | 8:30 AM thru 2:00 PM | | 8 | | Shaw Park Parking Garage & Parking Meters | 1 | 8 | No | 1 | N/A | | Barbara Zoller 615-7091 (no backup) Bzoller@stlouisco.com |
| 121 S. Meramec - 8th Floor Large | IE | 7:30 AM thru 4:30 PM | | 28 | | Shaw Park Parking Garage & Parking Meters | 1 | 18 | Yes | 1-S | | Dry Erase Board *Electronic Resource Available: Dell High-End Projector | Michelle Brown 615-8135 Mbrown@stlouisco.com, Backup - Roberta Lawson 615-8501 RLawson@stlouisco.com |
| 121 S. Meramec - 8th Floor Small | IE | 7:30 AM thru 4:30 PM | | 14 | | Shaw Park Parking Garage & Parking Meters | 1 | 7 | Yes | 1-S | | Dry Erase Board *Electronic Resource Available: Dell High-End Projector | Michelle Brown 615-8135 Mbrown@stlouisco.com, Backup - Roberta Lawson 615-8501 RLawson@stlouisco.com |
| 121 S. Meramec - 7th Floor Large | IE | 7:30 AM thru 4:30 PM | | 12 | | Shaw Park Parking Garage & Parking Meters | 1 | 12 | Yes | 1-S | | Dry Erase Board *Electronic Resource Available: Dell High-End Projector | Nancy Slay 615-8551 Nslay@stlouisco.com, Backup - Alexandra Martin 615-8295 Amartin@stlouisco.com |
| 121 S. Meramec - 7th Floor Small | IE | 7:30 AM thru 4:30 PM | | 8 | | Shaw Park Parking Garage & Parking Meters | 1 | 8 | Yes | 1-S | | Dry Erase Board *Electronic Resource Available: Dell High-End Projector | Nancy Slay 615-8551 Nslay@stlouisco.com, Backup - Alexandra Martin 615-8295 Amartin@stlouisco.com |
| 121 S. Meramec - 6th Floor | IE | 7:00 AM thru 4:30 PM | | 14 | | Shaw Park Parking Garage & Parking Meters | 1 | 14 | Yes | 1-S | | Dry Erase Board, *Electronic *Electronic Resource Available: Dell High-End Projector | JoAnne Griggs 615-8565 Jgriggs@stlouisco.com, Backup - Sue Mariam 615-8187 SMariam@stlouisco.com |
| Fleet-2500 Drilling Service Drive | I/E | 7:00 AM thru 3:30 PM | | 18 | | on-site parking | 1 | 18 | No | 1-S | N/A | | Pam Lightfoot 209-1700 ext. 639 Plightfoot@stlouisco.com, Backup - Lee Lawrence 209-1700 Ext. 630 LLawrence@stlouisco.com |
| Operations - 11201 Schaefer | IO | 7:00 AM thru 4:00 PM | | 75 | | Limited parking | M | 75 | Yes | 1 | | Cable TV, VCR, Dry Erase Board | Diane Stevenson 615-1102 D Stevenson@stlouisco.com, Backup - Cyrene Beauty 615-1123 Cbeauty@stlouisco.com |
| Construction-11295 Schaefer - Main Office | IO | 7:00 AM thru 4:00 PM | | 16 | | Limited parking | 1 | 12 | Yes | 1-S | | TV, VCR, Dry Erase Board, Viewsonic Projector | Marla Atwell 615-1150 Matwell@stlouisco.com, Backup - Barbara Babcock 615-1152 Bbabcock@stlouisco.com |
| Construction-11283 Schaefer - Material Lab | IO | 7:00 AM thru 3:30 PM | | 22 | | Limited parking | 1 | 19 | Yes | 1-S | | TV, VCR, Dry Erase Board | Myesha Walker 615-1175 Mwalker@stlouisco.com, Backup - Marla Atwell 615-1150 Matwell@stlouisco.com |

*Must reserve these resources through outlook when reserving the conference room. Equipment and Network Connections for Internal County Staff Use Only