

HOUSING AND RESIDENTIAL LIFE ROOM RESERVATION REQUEST

- The West Hall Multipurpose Room (MPR), West Hall Classroom (CLR), and Webster Village Apartments (WVA) Clubhouse may be reserved by Webster University departments and student groups for meetings, programs, and other university business. Webster University students, staff, and faculty cannot reserve the MPR or CLR unless they are doing so with a sponsoring department or group. Current Webster Village Apartments residents may reserve the WVA Clubhouse, whether or not they are affiliated with a sponsoring department or group.
 - There is no fee to reserve these spaces if you fall into the abovementioned categories. However, if the rules and regulations of using the space are not followed, charges will be placed on the department/student group/student account by the Office of Housing and Residential Life.
- The CLR cannot be reserved for parties or social events; those kinds of activities should take place in the Clubhouse or MPR. The CLR can be reserved for general meeting or presentation purposes only. Further, the CLR is only available when classes are not in session.
- Individuals that are not affiliated with the university must pay a deposit and rental fee to use the space. In addition, if a Webster University student, staff, or faculty member wishes to use the MPR or CLR without having a sponsoring department/group, these fees apply.
 - \$50 deposit
 - \$40 per hour to use the space
- Reservation requests must be made no later than 2 business days prior to the function. All regulations stated herein must be abided by; violations may result in immediate event termination and fines.

Contact Name: _____ Group/Department Name: _____

Phone#: _____ Email: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Title of Event: _____

Brief Description of Event: _____

Room Request: ___ West Hall Multipurpose Room (MPR) ___ West Hall Classroom (CLR) ___ WVA Clubhouse

Number of Attendees: _____

Room Set-Up Request (for MPR and CLR only): ___ Lecture ___ Open Square ___ U-Shape ___ Classroom

_____ Other (please describe): _____

Account # (for on-campus departments or groups): _____

Please read through the Rules and Regulations on the back of this page, initial where required, and sign when complete.

I AGREE TO THE FOLLOWING RULES, REGULATIONS, AND CONDITIONS:

1. Reservations must be made no later than 2 business days prior to the function.
2. The use of these spaces is a privilege. The Assistant Director of Housing has the right to deny individuals/groups a reservation due to past performance in using the space, violations of university policy, outstanding balances, or other reasons as he/she deems appropriate.
3. The facility must be left in the same condition as when the activity began. Trash must be removed and placed in the dumpster located outside the facility in the parking lot. Furniture must be returned to original location. Tables must be wiped. Kitchen (WVA only) must be clean and tidy.
4. Any cleaning costs, permanent damage, or equipment repair will result in fines and additional charges to cover the entire cost of repair.
5. There is no consumption of alcohol in any reserved facility. Consumption of alcohol will result in fines and further disciplinary review. Failure to comply will result in the activity being stopped immediately.
6. No red-colored beverages (red juice, fruit punch, red sodas, etc.) are allowed because of the damage they can cause to the furniture and carpet.
7. Smoking is NOT permitted in any inside location nor outside by the pool area.
8. No propping open of outside doors as this is a health/safety violation.
9. The maximum number of guests in the WVA Clubhouse is 35. The maximum number of guests in the West Hall MPR is 50. The maximum number of guests in the West Hall CLR is 50.
10. Guests that are not WVA residents cannot park in Lots M or N. Please direct them to use visitor parking in the Garden Park Plaza Parking Garage.
11. No disc jockeys are allowed. Noise must be kept at an appropriate level so as not to disturb nearby classroom, offices and resident rooms. In addition, repeated noise complaints will result in fines and the activity being stopped immediately.
12. All functions must end by 11:30pm. This means you must be cleaned up and ready to leave at this time.
13. Failure to comply with any state or federal law will result in fines and the activity being stopped immediately.

Signed: _____

Date: _____

**PLEASE RETURN COMPLETED FORMS TO KATIE KNETZER IN THE WVA CLUBHOUSE.
520 Garden Avenue, St. Louis, MO 63119 – 314-246-2031 – mccombka@webster.edu**

FOR OFFICE USE ONLY

_____ Facility was returned in same condition and all rules and policies were followed.

_____ Facility was not returned in same condition and/or rules and policies were not followed. List all damages or violations *(use back if needed)*:

Housing Staff Member Checking Facility: _____

Date: _____