

Historic Sappington House (HSH)
Library of Americana and Decorative Arts
Library Meeting Rental Contract

Name _____ Date _____

Mailing address _____

Email address _____ Phone # _____

Purpose of rental _____

RENTAL REQUEST

Date _____ Day of week _____

Time from _____ Circle AM or PM to _____ Circle AM or PM

Other area/s to be used: Sappington Park The Barn restaurant Outdoor restrooms

Food and beverages must be catered by The Barn restaurant onsite.

Children will be invited to the event. Yes No

Entertainment will be an aspect of the event. Yes No If Yes, describe _____

The Library reserves the right to cancel any reservation. If HSH cancels, all fees will be refunded.

In consideration of my/our being permitted to use the grounds at Historic Sappington House (HSH) on the date of _____, I/we hereby agree that HSH, its officers, agents and employees shall not be liable for any injuries, damages, loss of property or expenses of any kind sustained by me/us (including all my/our guests and participants) arising out of such use, notwithstanding any claim of fault or negligence (whether sole, concurrent or otherwise) on the part of HSH, its officers, agents or employees. I/we further agree to defend, indemnify and hold HSH, its officers, agents or employees, harmless against all claims which may be asserted by others for personal injury, damage or loss of property, liability or expense, including attorney's fees, occasioned by any of my/our acts or omission, notwithstanding any claims of fault or negligence (whether sole, concurrent or otherwise) on the part of HSH, its officers, agents or employees.

I/we acknowledge that I/we have read and understand all of the terms, regulations and policies (three pages in total).

Lessee signature _____ Date _____

I hereby agreed that:

1. The meeting rental fee at the Library of Americana and Decorative Arts at Historic Sappington House (HSH) is \$50 for a two-hour minimum, \$25 for each additional hour. Partial hours are not pro-rated. Set-up and clean-up must occur during those two hours. The assessed rental fee and the \$100 damage deposit are to be paid when the reservation is made. Without payment, no reservation is recorded.
2. Checks should be made payable to Sappington House Foundation, 1015 S. Sappington Road, St. Louis, MO 63126-1004 and submitted at the same time as this rental form.
3. Cancellation or changes in the date/time may be made 30 days or more before the reservation without penalty. After 30 days, a \$25 processing fee will be deducted from your refund. Inclement weather will not have any effect on Library rentals.
4. If there is no damage post-event, the \$100 fee will be refunded by mailed check within 30 days.
5. Within 15 business days prior to the event, the lessee/s must arrange with the HSH resident manager the requested seating arrangements and equipment requirements. Any decorations must be approved by the resident manager at the same time. Nothing can be attached to the interior or exterior which might damage the building's appearance.
6. The lessee's supplies cannot be stored in the Library. The Library assumes no responsibility for items left on the premises.
7. HSH will supply up to 32 folding, metal chairs and eight small, six-foot tables. A ceiling-level projector, screen, monitor, DVD player and Wi-Fi access are available for use. If additional equipment is needed, it must be provided by the lessee/s and removed from the premises by 12 noon the following day.
8. The conduct of those in attendance are the responsibility of the lessee/s.
9. Basic rules: Children must be supervised at all times. Park only in designated areas. Alcoholic drinks are not to be sold on HSH property. Glass containers are not to be on HSH premises. Noise should be kept at a reasonable volume. The property is smoke-free.

I/we acknowledge that I/we have read and understand the three pages of rules and policies.

Lessee signature _____ Date _____

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For HSH use

Assessed rental fee \$ \_\_\_\_\_ Damage deposit \$ 100 Total due \$ \_\_\_\_\_

PAID rental fee date / /20\_\_ PAID damage deposit / /20\_\_

Paid by Cash Check # \_\_\_\_\_

Credit card/PayPal account # \_\_\_\_\_

Expiration date \_\_\_\_\_ Security code \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

Historic Sappington House  
Library of Americana and Decorative Arts  
**Library Meeting Policies**

The meeting room at Historic Sappington House (HSH) in the Library of Americana and Decorative Arts (Library) are usually used for the Sappington House Foundation board and committee meetings. When not needed for these purposes, the Library is available to rent by individuals, community groups, organizations and businesses up to a capacity of 32 persons.

- The Library is intended for meetings, workshops, seminars, book clubs, study or tutoring, not for social events. Events can be held by reservations only, no walk-ins.
- The Library and the Sappington House Foundation board is the final authority in granting or refusing permission to use the meeting space. Violating these regulations may result in denial of meeting use. Certain equipment may not be available for use on a particular day.
- Meetings need not be open to the public. The Library reserves the right to attend any meeting held in its facility.
- Permission to use the Library does not constitute or imply endorsement of the aims or activities of the lessee/s.
- No group may use the Library more than once a week.
- Financial transactions (under \$500) may take place in the Library.
- The set-up is the responsibility of the Library. This should be discussed when the reservation is made. Room arrangements can only be changed 15 days in advance of the event date. All decorations must be cleared with the HSH resident no later than 15 days in advance. Open-flame candles are not permissible in the Library.
- The clean-up is the responsibility of the lessee. The Library should be returned to pre-event condition.
- Food and drink may be served, but must be provided by The Barn restaurant. Groups cannot bring food or prepare food in the Library. Please phone The Barn at 314-966-8387 for more catering information.
- Museum tours, arranged in advance, are available in conjunction with your meeting.
- The damage deposit covers Library equipment, fixtures and furniture as well as the structure. Damages in excess of \$100 will be charged if repair or replacement is and required.
- Reservations are not transferrable and may be revoked or changed at any time at the discretion of HSH due to unforeseen conditions or situations.