



## Space Rental Agreement

### A. PARTIES

This agreement outlines the terms, conditions and requirements for the rental of the Junior League of St. Louis Headquarters and Training Facility.

This agreement is made by the Junior League of St. Louis, hereinafter referred to as JLSL or LESSOR and \_\_\_\_\_, hereinafter referred to as LESSEE. The normal business hours of the JLSL are Monday through Friday 8:30 a.m. through 5:00 p.m., excluding all national holidays and other holidays as determined by the JLSL.

### B. RENTAL SPACE

This completed and fully executed agreement will allow use of the 1<sup>st</sup> floor Multipurpose Room (approximately 1,500 square feet) and/or the 2<sup>nd</sup> floor Boardroom (approximately 384 square feet) of the JLSL Headquarters and Training Facility as agreed upon by LESSOR and LESSEE for the amount specified in "Lease Terms" below and according to all terms contained herein. This agreement includes use of the kitchen area, sink and refrigerators to the extent space is available.

\_\_\_\_\_ Multipurpose Room (Capacity 40)

\_\_\_\_\_ Boardroom (Capacity 18)

This agreement does NOT include use of the "workroom" area, the storeroom (except to access and return tables and chairs) or private offices located in the JLSL Headquarters.

### C. PURPOSE

The aforementioned space to be used solely for the purpose of:

\_\_\_\_\_.

### D. USE DATES

Under this agreement, use of the rented space shall commence at \_\_\_\_\_ on \_\_\_\_\_ for the purpose of said event, and shall end at \_\_\_\_\_ on \_\_\_\_\_ (inclusive of set-up and breakdown/clean-up).

The number of people expected on this date: \_\_\_\_\_

The LESSEE agrees to quit and surrender the premises to the LESSOR at the end time specified, in the same condition as at the commencement of this rental agreement, ordinary use and wear.

The time herein granted shall not be extended before or after the event for any purpose without the express permission of the LESSOR in writing. If such permission is granted, all additional time shall be paid for by the LESSEE, according to the schedule of fees fixed by the LESSOR.

**E. RENTAL COSTS (A schedule of fees are on the last page of this document)**

LESSEE agrees to pay the sum of \$\_\_\_\_\_ (including the deposit of \$100) to lease the designated space at the JLSL for the dates and times specified above under Section D, "Use Dates". The deposit of \$100 will be returned within 30 days if the premises are left in as clean and orderly condition as received.

**Payment must be made according to the following schedule:**

- **\$100 deposit due upon execution of rental agreement.**
- **Rental fee due two full weeks prior to the event date.**
- **If the rental agreement is executed less than two weeks prior to the event date, the full payment will be due upon execution of the agreement.**

Notice of cancellation must be given to JLSL no later than one full week prior to the event date, whereupon payment will be refunded minus the \$100 deposit. Cancellation less than one full week prior to event date forfeits all payments.

**F. CLEAN UP**

The LESSEE agrees to return the premises in as clean and orderly condition as received at the start of the said rental period. Furniture and all other items shall be returned to the positions they were in at the start of said rental period. Should the premises not be returned in such a manner as outlined above, the LESSEE will be charged an additional clean-up fee as determined by the LESSOR.

The LESSEE agrees to complete a clean-up check list prior to leaving the premises. The check-list will be provided to the LESSEE at the time the contract is executed. The clean up check list needs to be reviewed by staff at the end of any event during business hours and the LESSEE notified of problems immediately and first thing the next day for after business hours and the LESSEE notified that day.

Any trash generated by the LESSEE and the event must be bagged up in trash bags provided by the LESSEE and placed outside the JLSL Headquarters back door.

**G. INDEMNIFICATION**

LESSEE agrees to indemnify and defend and save harmless the LESSOR against any and all claims for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident, occurring as a result of the acts, errors or omissions, of the LESSEE or its agents, guests, invitees, or employees, arising in connection with the operations, use or occupancy of the premises by LESSEE.

LESSEE agrees during their rental agreement while occupying the JLSL space, whether by negligence or otherwise, shall defend, indemnify, and save harmless the Junior League of St Louis from all claims, loss, damage, injury, liability, costs and expenses of whatsoever kind or nature (including attorney fees) however the same may be caused resulting directly or indirectly from the nature of the operations covered by the contract; and without limiting the generality of the foregoing, the same shall include injury or

death to any person or persons and damage to any property including that of the building owner.

## **INSURANCE**

You, the LESSEE, are required to provide **proof of liability insurance** to the LESSOR. In addition to providing proof in the form of a piece of paper known as a Certificate of Insurance, you are also required to add the LESSOR to this required liability insurance policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability insurance policy which the facility/venue requires you to purchase before you will be allowed to hold your event.

The practice of a facility/venue requiring that they be named as an Additional Insured on a \$1,000,000 General Liability insurance policy by all persons or entities renting or using the site is quite common.

### **Certificate:**

Junior League of St Louis will be added to the Comprehensive General Liability as an Additional Insured. Please contact your insurance broker for a quote.

## **H. GENERAL TERMS AND CONDITIONS OF USE AND OPERATION**

**Assignment:** LESSEE may not assign or sublet this lease.

**Room Capacity:** LESSEE shall not admit to said premises a larger number of persons than allowed by the Country occupancy law; and the decision of LESSOR in this respect shall be final. It is further understood and agreed that LESSEE will permit no chairs or seats to remain in the passageways or fire exits in said premises and will keep all passageways and fire exits in said premises clear at all times.

**Alcoholic Beverages:** LESSEE will not allow beer, wine, liquor, or alcoholic beverages of any kind to be sold upon said premises.

**Products or Services:** LESSEE will not allow products or services of any kind to be sold upon said premises.

**Smoking:** LESSEE agrees to abide by the NO SMOKING requirements in ANY area of the building.

### **Access to Premises:**

If a **JLSL Active or Sustainer** - LESSEE must obtain a lockbox access code and alarm code prior to the event.

If a **JLSL New Member, Patron or a non-member**, space may only be rented during normal business hours of the JLSL, which are Monday through Friday 8:30 a.m. through 5:00 p.m., excluding all national holidays and other holidays as determined by the JLSL.

### **Equipment/Supplies:**

LESSEE may not use any of the following JLSL equipment and supplies:

Piano, audio/visual equipment, copy machines, fax machine, computers, telephones, dishwasher, popcorn machine, microwave, centerpieces, kitchen towels, beverages, paper goods, serving ware, condiments, cleaning supplies and/or office supplies.

LESSEE is allowed use of any tables, linens or chairs contained within the premises.

**Staffing:**

LESSOR does not provide any staff or volunteers to assist with set-up, breakdown/clean-up or the event.

**Miscellaneous:**

LESSEE agrees to accept all terms and conditions of this agreement. Any decision affecting any matter not herein expressly provided shall rest solely within the discretion of the LESSOR.

Any request to alter any term or provision of this agreement must be made in writing and submitted to the LESSOR at least 48 business hours prior to the rental start time.

**Signed Agreement** (all five pages) must be returned to LESSOR with a copy of the Certificate of Insurance and a \$100 deposit to ensure facility date is held. JLSL members may have the fees put on their JLSL account as long as they are in good financial standing. A signed hardcopy of this agreement and charge will be forwarded to LESSEE.

**LESSOR:**

Junior League of St. Louis

\_\_\_\_\_  
JLSL Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Phone: (314) 822-2344

Email: director@jlsl.org

**LESSEE:**

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

\_\_\_\_\_  
Lessee's Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
(Date)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**SCHEDULE OF RENTAL FEES**

**Three (3) Hour Minimum**

<b><u>ROOM RENTAL FEE</u></b>	<b>Multipurpose Room</b>	<b>Board Room</b>
<b>JLSL Members &amp; Patrons:</b>	\$50/3 hour period	\$25/3 hour period
Each additional hour or any part thereof:	\$15	\$7
<b>Non-JLSL Members:</b>	\$150/3 hour period	\$75/3 hour period
Each additional hour or any part thereof:	\$45	\$20
<b>Nonprofit organizations*:</b>	\$75/3hour period	\$50/3 hour period
Each additional hour or any part thereof:	\$20	\$15

\*Must provide documentation of nonprofit status when agreement is executed and LESSEE's representative must provide evidence he/she is a staff member or director of the nonprofit entity.

**PRODUCER**  
 American Specialty Insurance & Risk Services, Inc.  
 142 North Main Street  
 Roanoke, Indiana 46783

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**INSURED**  
 United States Figure Skating Association  
 20 First Street  
 Colorado Springs, CO 80906

**INSURERS AFFORDING COVERAGE**  
 INS. A: AXIS Insurance Company  
 INS. B:  
 INS. C:



CERT NUMBER: 1001135259

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	POLICY TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	AXGL05101167-13	07/01/2013 12:01 a.m.	07/01/2014 12:01 a.m.	General Aggregate	5,000,000
					Products-Completed Operations Aggregate	1,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	300,000
					Medical Expense Limit (Any One Person)	Excluded

**DESCRIPTION OF OPERATIONS/LOCATION/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form AXIS 1003 Additional Insured - Certificate Holders, effective November 19, 2013.

**CERTIFICATE HOLDER**

JUNIOR LEAGUE OF ST. LOUIS  
 106 N. KIRKWOOD RD  
 KIRKWOOD, MO 63122

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**