Facilities Use Application – M.W. Boudreaux Memorial Visitor Center - 573-565-2112

Name:_____ Telephone & Email:_____

Organization/Group:_____ Requested Date:_____ Time:_____

Address, City, State, Zip:_____ Attendance expected:_____

Will food be served? Yes____ No____ Will alcoholic beverages be served? Yes___ No___

Fees:

Executive Room (business hours only)(seats 10-12)……..…..FREE..……_____

Community Room (during business hours)(seats 75)……..$25.00……..._____

Community Room Evening (5pm – 9 pm)……....$150.00……_____

Covered Outdoor Classroom Amphitheater…….…… $30.00…..…_____

Total: _____

To be filled out by USACE Staff:

Paid: Yes No Date of payment_____ User permit number _____

Payment method: Check number_____ Cash _____ Credit card_____

Make checks payable to: FAO USACE ST. LOUIS, COJ

Special Use Permit Conditions:

A limited number of tables and chairs are available for use in the Community Room. (34'x39')

12 – 30 x 96 tables, 9 – 5-ft round and 75 stackable chairs

- No smoking - No animals except assistance dogs
- No alcohol is allowed during daytime events. For after-hours events alcoholic beverages are limited to beer and wine. Strict compliance with all federal, state and local laws and regulations with respect to the serving of alcoholic beverages must be observed. Under no circumstances will minors be served alcoholic beverages while on the premises. The applicant must comply with all applicable health and sanitation standards and codes.
- Food and drinks are allowed only in the Community Room and exterior spaces.
- No candles, confetti or helium balloons, tape, tack or nails (use 3M removable hangers)
- BBQ grills or other portable cookers/smokers/fryer use is restricted to the picnic area and requires proper disposal of waste.
- Parking is limited to the designated spaces in the lot. (86 spaces)
- Permit holder is responsible for the clean-up of the room, outdoor classroom and or/galley kitchen, including placing trash in the provided dumpster.
- All children must have parental or adult supervision at all times.
- All space, other than the Community Room and Galley will remain public space.

I have read and understand all permit conditions and will follow all guidelines and restrictions. I also confirm that I am authorized to act on behalf of the organization/group listed above.

Applicant Signature _____Date _____

Approval by: _____(USACE) Date_____