

## **FACILITY USE AGREEMENT**

### **About the Facility**

The National Great Rivers Museum is located at the Melvin Price Locks and Dam in Alton, Illinois. It is operated and managed by the U. S. Army Corps of Engineers with support from the Meeting of the Rivers Foundation, a non-profit organization. The Museum is located on the Meeting of the Great Rivers National Scenic Byway, IL- 143, River Heritage Parkway, two miles south of the Clark Bridge and six miles north of the Lewis and Clark Interpretive Center in Hartford, Illinois. Driving time is approximately 30 minutes by car from the Arch in downtown St. Louis and 45 minutes from Forest Park, the St. Louis Science Center and the Zoo. The Museum is open seven days a week from 9:00 am to 5:00 pm and admission is free.

The Meeting of the Rivers Foundation invites all interested parties to consider the Museum for your next social or business function. This information is provided as a helpful guide in your planning efforts.

### **Types of Events**

- Holiday Gatherings
- Business Meetings
- Social Functions
- Graduations/Birthdays
- Wedding Reception/Showers
- Conferences and Seminars
- Suggestions for other events will be considered

Major events not open to the general public may be held at the Museum, but must take place after established public hours. The Meeting of the Rivers Foundation serves as the contact for obtaining a Special Use Permit for activities within the Museum or on its grounds. Any individual, group, society or organization willing to assume responsibility for the activity may apply for use of the facility.

### **Who to Contact**

Please contact the Meeting of the Rivers Foundation Events Manager at 618-462-6979 between the hours of 9:00 am and 5:00 pm, Monday through Friday except holidays. The Events Manager will assist your group in the completion of an application form. Keep in mind the U. S. Army Corps of Engineers must review all applications, and an application is not accepted without their approval. If the application is accepted, a copy of the signed application will be returned to your group's responsible representative. You will also be notified if your request cannot be approved and the reason(s).



# MEETING OF THE RIVERS FOUNDATION

## Space Available

The Museum is a 12,000 sq. ft. facility consisting of a 7,000 sq. ft. exhibit gallery, a multi-purpose classroom, a 100-seat theater and a large promenade area just outside the Museum and adjacent to Mel Price Locks and Dam.

**Multi-Purpose Room:** (1168 sq ft) Meeting space, including use of an LCD projector and a small kitchenette with refrigerator, ice maker, sink and microwave.

**Availability:** 9 am until 9 pm

**Capacity:** 100 guests, theater style; 50 guests, classroom style

**Use Fee:** \$250 for 4 hours; \$450 for 8 hours

**Exhibit Gallery:** (7000 sq ft) Exhibit area only.

**Availability:** 5 pm until 9 pm

**Capacity:** 100 guests

**Use Fee:** \$500 for 4 hours

**Theater:** 100 seat conventional theater, including use of audiovisual equipment.

**Availability:** 9 am until 9 pm

**Capacity:** 100 guests

**Use Fee:** \$150 for 4 hours; \$250 for 8 hours

**Promenade:** Outdoor venue partially sheltered. Available for use from April through October, weather dependent.

**Availability:** 9 am until 9 pm

**Capacity:** Up to 500 guests

**Use Fee:** \$450 for 4 hours; \$800 for 8 hours

**Picnic Shelter:** Located along the esplanade leading to the Museum. Restroom facilities are located adjacent to the shelter.

**Availability:** 9 am until 5 pm

**Capacity:** 50 guests

**Use Fee:** \$50 for 4 hours

**An additional charge of \$100 per hour or fraction thereof will apply for occupancy exceeding the permitted timeframes. Additional charges will apply for extensive set-up or take-down services.**

**Combinations of any of the above facilities are available for the sum of the individual prices less a \$50 discount.**

**Not-for-profit groups will be charged half-price rates (proof of non-profit status required).**



## Equipment Use

The Museum has available a limited number of tables and chairs listed below for use in the multi-purpose room, exhibit gallery or promenade. Any additional equipment and supplies are the responsibility of the permittee.

- 20 6 x 2-ft. tables seating a maximum of six each
- 10 8-ft. long tables seating eight each
- 16 5-ft round tables seating eight each
- 200 stackable chairs

## Restrictions

The following restrictions apply to the use of the Museum and its grounds. This list is not intended to be all-inclusive, other restrictions may apply. In addition, specific conditions may be enforced on a case-by-case basis.

- No smoking
- No alcohol during business hours, 9 a.m. to 5 p.m.
- No open flames (candles will be considered on a case-by-case basis)
- No animals (except assistance dogs)
- No confetti
- No tape or tack on walls
- **All decorations must be approved in advance**

## Equipment Use

- **Period of Use.** Use of the facilities is limited to the times specified on the permit. Setup and cleanup must take place during those times, and is the sole responsibility of the permittee. Entrance to the facility will not be permitted prior to the specified arrival time, and the premises must be vacated by the specified departure time. An additional charge of \$100 per hour or fraction thereof will apply for occupancy exceeding the permitted timeframes.
- **Receipt of Required Use Fees.** 50% use fee is due at the time of the reservation confirmation. Total of use fees and damage deposit must be received by the Foundation no later than ten (10) days prior to the event date. If use fee deadlines are not met, the permit will be null and void. NO REMINDERS WILL BE SENT.
- **Damage Deposit.** A damage deposit consistent with the level of the space used will be required, and will be specified as a special condition of the approved permit. A damage deposit of \$100 is standard; however, the amount of the deposit required will be increased based on the scope of the event. Damage to public property by the applicant and their guests is the responsibility of the applicant. Cost of repair or replacement of damaged items or facilities shall be deducted from the applicant's damage deposit or billed directly to the applicant if costs exceed the damage deposit. *A walk-through damage assessment will occur on the day following the scheduled event. The permittee is welcome to accompany the Museum Staff during this walk-through.*



# MEETING OF THE RIVERS FOUNDATION

- **Food and Beverage Restrictions.** *All food and alcoholic beverages must be approved by the Foundation. A list of suggested caterers is available upon request from the Foundation. Alcoholic beverages are limited to beer and wine and may only be served after normal business hours of 9 a.m. to 5 p.m. 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 site.*
- **Cancellation.** If the event is cancelled by the permittee, the entire use fee will be refunded if the cancellation is received by the Foundation at least seven days in advance of the rental date. If the cancellation is received less than seven days before the use date, fifty percent (50%) of the use fee will be refunded.
- **Parking.** Parking at the Museum is free; however, parking is strictly limited to the designated spaces in the Museum lot.
- **Security arrangements.** The Foundation shall have a representative available and on site during any event.
- **Liability.** Damage to the property of the premises by permittee and their guests is the responsibility of the permittee. Cost of repair or replacement of damaged items or facilities shall be deducted from the permittee's damage deposit or billed directly to the permittee if costs exceed the damage deposit. Neither the Foundation nor the U.S. Army Corps of Engineers are responsible for the personal property and equipment brought onto the premises by the permittee or their guests. Proof of liability insurance may be required.
- **Music.** Music will only be permitted at events held during times when the Museum is not open to the public. If music is to be provided by the permittee, it must be approved in advance of the event. The Foundation or Museum staff reserves the right to regulate the volume of music.
- **Tours:** Tours of the Lock and Dam structure may be made available upon request to groups of 25 or less. Tour arrangements must be made in advance.
- **NATIONAL EMERGENCY.** Melvin Price Locks and Dam and National Great Rivers Museum are federal facilities. Immediate complete or partial closure of the grounds may be required in the event of a national emergency, threats to public safety, or due to a heightened alert required to safeguard federal security. While this is rare, it is possible and may require cancellation of the permitted event at the sole discretion of the Operations Project Manager, U. S. Army Corps of Engineers. In the case of cancellation due to national emergency, the Foundation Events Manager shall notify the permittee immediately the facility will not be available and a full refund of any facility fees or deposits that the permittee has advanced will be made. This information is provided to you as a courtesy for your consideration in choosing between this venue and other alternatives.



**FACILITIES USE FORM**

NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
 REQUESTED DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_  
 Number of people expected: \_\_\_\_\_ Age range: \_\_\_\_\_  
 DESCRIPTION AND PURPOSE OF ACTIVITY (Be Specific): \_\_\_\_\_

Will food be served? Yes\_\_\_ No\_\_\_ Will alcoholic beverages be served (after 5 p.m.)? Yes\_\_\_ No\_\_\_  
**IMPORTANT NOTE:** All food and alcoholic beverages must be approved by the Foundation.

Lock and Dam Tour requested? Yes\_\_\_ No\_\_\_

FEES: (See "Space Available" information for specific fees)

FACILITY	HOURS	UNIT COST	TOTAL
Multi-Purpose Room			
Exhibit Gallery			
Theater			
Promenade			
Picnic Shelter			

**Deposit Due:** \_\_\_\_\_ **Total Amount Remaining:** \_\_\_\_\_

Make check payable to **Meeting of the Rivers Foundation** and send with this application form to:  
 Meeting of the Rivers Foundation/National Great Rivers Museum, PO Box 337, Alton, IL 62002

I have read and understand all the information presented in the handout entitled "Facilities Use Information" and will follow all guidelines and restrictions, as well as any conditions of my Special Use Permit. I also confirm that I am authorized to act on behalf of the organization listed above. Issuance of this permit is subject to the conditions of the reverse hereof and appended pages. The undersigned hereby accepts this permit subject to the terms, covenants, obligations, and reservations, expressed or implied herein.

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**Date**

I hereby approve and authorize the permittee use of the stated government facilities as described in this permit, during the period stated above to use the National Great Rivers Museum facilities for the purposes stated above.  
 Damage Deposit: Required \_\_\_\_\_ Not Required \_\_\_\_\_ Amount \$ \_\_\_\_\_

Liability Insurance: Required \_\_\_\_\_ Not Required \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
**Foundation Representative** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Corps of Engineers Representative** \_\_\_\_\_  
**Date**



## Terms and Conditions of Permit

1. This permit does not give any property rights either in real estate or material and in no way contemplates exclusive use of public lands; and such use will not prevent, interfere, or deny public use and enjoyment of the area.
2. Discrimination practices are prohibited.
3. Use shall be without cost, expense, or obligation on the part of the United States Government.
4. There will be no unreasonable interference with navigation, nor any attempt made to forbid the full and free use by the public of public lands and/or waters.
5. This permit is granted solely for the purpose described by the permittee on the enclosed special use permit.
6. The permittee will comply promptly with any lawful regulation or instruction of any federal, state, or local agency of the government.
7. Non-compliance with any of the conditions of this permit will invalidate the permit.
8. The permittee is responsible for repairing or reimbursing the U.S. Government for any damages incurred to public lands or property as a result of this event.
9. This permit may not be transferred or assigned to any other party without the consent of the U.S. Army Corps of Engineers in writing.
10. The permittee is prohibited from giving false information. To do so will be considered a breach of conditions and be grounds for revocation.
11. No cash transactions should be conducted during the event. Prior permission from the U.S. Army Corps of Engineers is required for admissions fees or any other monies associated with the event to be collected on the premises.
12. The permittee will comply with all applicable health and sanitation standards and codes.
13. Liability Insurance. A Certificate of General Liability Insurance in the amount of \$\_\_\_\_\_ is required. The insurer must include the U.S. Army Corps of Engineers as an additional insured for the period of the permit. Proof of insurance is required seven (7) days prior to the event.
14. Special Conditions: