



Moss Building Rental Agreement

Parks and Recreation Department
1 S. 7th Street
Columbia, MO 65201
573-874-7460
Fax: 573-874-7640
www.GoColumbiaMo.com

Applicant Information	1. Name (on-site event supervisor)		2. Today's Date		
	3. Address		4. E-mail Address		
	5. City	State	Zip Code	6. Age of Applicant _____ Under 21 _____ 21 or Over	
	7. Day Phone #	8. Evening Phone #		9. Cell/Pager #	10. Fax #
	11. Company/Organization Name (if applicable)			12. Is this a company sponsored event? _____ Yes _____ No	
	13. Company Address/City/State/Zip		14. Company Phone #		15. Web Address
	16. Name of Alternate Contact Person		17. Alternate's Day & Cell Phone		

Event Information	17. Type of Event		18. Max # of People Per Day	19. Event Date(s)
	20. Describe your event or activity: _____ _____			
	21. Will the majority of the participants be under the age of 21? _____ Yes _____ No a. If "yes," how many adult supervisors will be in attendance? _____ adult for every _____ youth			
	22. Event Start & End Time (include set-up/clean-up)			
	<i>It is strongly recommended that you go ahead and reserve the Moss Building to ensure its availability while your application is being processed. In the event your application is denied, your reservation fee can be refunded.</i>			

Special Use Items	23. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc.) be used in conjunction with this event? _____ Yes _____ No <i>Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Amplified sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located. No profane, lewd, indecent, or slanderous human speech or music allowed.</i>			
	24. Do you plan to erect a temporary amusement structure (bounce house, dunking booth, etc.) for this event? _____ Yes _____ No a. If "yes," please describe type of amusement: _____ <i>Note: A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Columbia as co-insured with amusement devises (i.e., dunking booth, bounce house, etc.) at events.</i>			

Other	25. Please check any of the following items that apply to your event OR check the last line indicating none apply. <input type="checkbox"/> Collection of fees on City property (i.e., donations, admissions, concessions, or merchandise sales). <input type="checkbox"/> Additional structures, such as, tents, stages, booths, or trailers. <input type="checkbox"/> General public is invited or notified by the media of the event. <input type="checkbox"/> Animals for show, display, or rides. <input type="checkbox"/> The burning of logs, charcoal, propane, or other fires outside of the designated picnic grills. <input type="checkbox"/> The ascent or descent within a park, any apparatus for aviation. <input type="checkbox"/> Wedding held at a park location other than inside the Moss Building. <input type="checkbox"/> Use of grounds or facilities in manner other than their specific recreational use. <i>If ANY of the items above apply to your event, a <u>Park Special Use Application is required with this form.</u></i> <input type="checkbox"/> None of the items above apply to my event.			
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Rules	26. I certify that I have read and will abide by the Moss Building Rules and Regulations. _____ (Initial here)			
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I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Signature of Applicant: _____

Date: _____

Parks and Recreation Department Use Only

Application Status	<p>Application is: <input type="checkbox"/> Approved As Is <input type="checkbox"/> Disapproved Explanation: _____ _____ _____</p> <p><input type="checkbox"/> Application status is pending further information on item # _____ Specifically: _____ _____</p> <p><i>Need the following items turned in to the Parks & Recreation Department:</i> <input type="checkbox"/> Publicity plan or flyer <input type="checkbox"/> Approved Street Closure Form <input type="checkbox"/> Site plan for temporary structures <input type="checkbox"/> \$2 million Certificate of Public Liability Insurance w/City of Columbia as co-insured <input type="checkbox"/> Documentation of tax-exempt status <input type="checkbox"/> Shelter reservation required <input type="checkbox"/> Payment of fees/deposits</p> <p>Other conditions/restrictions: _____ _____ _____ _____ _____</p>
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Fees & Deposits	<p>Applicable Fees: <input type="checkbox"/> Reservation Fee - \$35/hour = _____ <input type="checkbox"/> Admission Fees - 10% of Gross Fees <input type="checkbox"/> Tent Fee - \$33 <input type="checkbox"/> Wedding Fee - \$33 <input type="checkbox"/> Water Fee - \$10 <input type="checkbox"/> Concession Permit Fee - \$50 <input type="checkbox"/> Special Park Use Fee - \$33 <input type="checkbox"/> Participant Fee - _____ <input type="checkbox"/> Other Fee - _____</p> <p>Applicable Deposits: <input type="checkbox"/> Performance, clean-up and damage deposit - \$200 * <input type="checkbox"/> Gate key deposit - \$20 <input type="checkbox"/> Water spigot key deposit - \$50 <input type="checkbox"/> Other deposit _____ _____</p> <p>TOTAL FEES DUE: _____ TOTAL DEPOSITS DUE: _____</p> <p><i>* Clean-up deposit due at time of key pick-up.</i></p>
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By: _____
 Director of Parks and Recreation (or Designated Agent)

Date: _____