

Moss Building Reservation Guidelines

The Moss Building is a spacious one-story building perfect for large meetings, special occasions, and wedding ceremonies and/or receptions. The building will hold a *maximum* of 100 people, depending on the number of tables and chairs required for the event. The building includes two large rooms, a large lobby, a kitchen and restrooms. The kitchen includes the use of a “warming kitchen,” which consists of an oven/stove, microwave, and refrigerator with freezer.

Reservation Policies and Cancellation Guidelines:

- 1) All dates are reserved on a first-come, first-served basis. The facility is rented by the hour at **\$35 per hour with a 2 hour minimum**. This rental time shall include set up and clean up. Reservations are accepted up to one (1) year in advance of the event.
- 2) Rental fee must be paid in full to reserve a date. A signed rental agreement must be returned to the Columbia Parks and Recreation Department within ten (10) working days following payment to confirm the reservation. Agreement is reviewed and approved/denied by the Parks and Recreation Department. If more fees are assessed, the rental agreement will not be considered approved until full payment is made of all required fees. If a reservation is not confirmed within ten (10) business days, then the reservation may be cancelled and the payment refunded, less a \$25 service fee.
- 3) Reservation fees are not refundable. They may be transferred to another date up to 14 days prior to the scheduled reservation.
- 4) A key/damage/cleaning deposit of \$200 must be paid prior to or at the time of picking up the key and security code for the facility. Provided the key is returned on time, the time that the building is used is the same as the time reserved, the facility is cleaned properly, and there is no damage, the deposit will be returned by mail approximately two to three weeks after the date of usage. If paid by credit card, the refund will be credited back to the card. If renter fails to lock facility and/or set security alarm, a \$25 fee will be retained from deposit.
- 5) Inquiries and credit card payments may be made by phone. All other forms of payment must be made in person.
- 6) **Payment for this reservation will constitute agreement to abide by all Park Regulations including, but not limited to, those listed on the Moss Building Rules and Regulations. Violation of these Regulations may result in the issuance of tickets and/or citations.**

If you have a question or problem with the facility, please call 573-874-7460 during normal business hours. After 5 p.m. or on weekends and holidays, call the ARC at 573-874-7700. The City of Columbia’s Police Department non-emergency number is 573-442-6131. For all emergencies call 911.