

## Moss Building Rules and Regulations

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.

### **KEY PICK UP INSTRUCTIONS**

A key is required to enter the building. There is a security system at the building. There is a \$200 key/damage/cleaning deposit (cash, check, Visa, MasterCard, Discover) required when you pick up the key and the security code for the facility. The deposit will be refunded two to three weeks after the event if all rules were followed. You must pick up the instructions for disarming/arming the alarm only at the Parks and Recreation office located at 1 S. 7<sup>th</sup> Street. If renter fails to lock facility and/or set security alarm, a \$25 fee will be retained from deposit.

- For **weekday reservations**, you must pick up the key during normal business hours Monday-Friday, 8 am-5 pm, the day before or of your reservation.
- For **weekend/holiday reservations**, you must pick up the key the last business day before your rental between 8 am-5 pm.

**If you fail to pick up the key during normal business hours, Monday-Friday, 8 am-5 pm, you will be charged an additional \$200 non-refundable fee for a Parks and Recreation staff member to obtain a key for you. After business hours, you can contact the ARC at 573-874-7700 or the non-emergency police number at 573-442-613 for assistance.**

Individuals, groups, and parties are not allowed to enter the rented facility before their scheduled time and must be out of the facility no later than 11:00 p.m. **Failure to leave the facility at this time will result in the forfeiture of your deposit, as well as the loss of future facility rental privileges of Columbia Parks & Recreation facilities.**

The key must be returned by the end of the next business day following the event to ensure refund of your deposit. There will be a \$50 fee (deducted from your deposit) fee if the key is NOT returned the next business day. There will be a fee of \$100 for lost keys.

- A. Reservation fees are not refundable. They may be transferred to another date up to 14 days prior to the scheduled reservation.
- B. The user shall clean and restore the facility to the conditions existing prior to use. Please refer to the Check In/Check Out guidelines posted in the facility. The Lessor will not be allowed access to the facility prior to the scheduled time of the rental. All food, decorations, supplies, etc. that the Lessor brings to the facility must be taken out the same day as the rental. The Columbia Parks and Recreation Department is not responsible for anything left in the building at any time before, during, or after the activity.

The facility must be left clean with tables and chairs returned to storage. Tables and chairs may not be removed from the building. Tables and chairs for outdoor use can be rented from local businesses.

Decorations are allowed; however, tape, staples, or similar attachments are not allowed on the ceilings, walls, floors or window area. No decorations shall be affixed in any manner to walls. All decorations (including balloons) and signs erected by rental patrons must be removed before leaving. Trash receptacles are provided and should be used. Littering is prohibited.

Battery operated candles and canned cooking fuel (Sternos) for chafing dishes are allowed. No rice, confetti, glitter, or flame candles can be used on the premises. Birdseed is allowed OUTSIDE. Food and beverages are permitted throughout the facility. Lessor is responsible for ALL clean-up.

The kitchen is available for use, however may be only used as a warming kitchen (boiling, warming, and baking). Frying is NOT allowed.

Guidelines for cleaning and checkout are posted in the building. Following rental, should the condition of the building fail to meet these guidelines, a minimum charge of \$50 for cleaning will be assessed. Higher fees may be assessed for significant failure to meet the guidelines and/or damage done to the property, building, or contents of the building. If your group damages the facility, please inform Columbia Parks and Recreation Administration at checkout so repairs can be made as quickly as possible. Lessor is responsible for all damages.

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.

- C. Absolutely no profanity or profane lyrics are allowed in the selection of music that is played for the event. If such music is heard by park staff or if complaints are received from other park users, it will be grounds for shutting down the event and a prohibition on any future events by the sponsor.
- D. Any entertainment or unusual request from the lessor may need to be approved by the Director of Parks and Recreation, and must be submitted in writing no less than 30 days prior to the scheduled event on a Parks Special Use permit available online at [www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)  
Search: Park Special Use Permit
- E. Maximum group size:  
Depending on room set up (2 rooms), facility can accommodate up to 100 persons. The following tables and chairs are available:
  - Approx. 150 chairs available (120 folding, 30 stacking with arms)
  - Approx. 35 6-foot Banquet Tables
- F. Supervision:  
For youth events, chaperones are required and shall maintain order at the event. Minimum chaperone requirements are as follows: 1 adult over the age of 21 per 10 youth, 1 adult over the age of 25 per 15 teens.

- G. To reserve a facility, the Lessor must be at least twenty-one (21) years old at time of rental. Persons renting the facility are responsible for complying with all city, county, state, park and facility regulations, including state liquor laws.
- H. Alcohol: Park patrons must be at least twenty-one (21) years old to consume or bring alcoholic beverages in the park. All state liquor laws must be abided by. The sale of alcohol is NOT permitted.
- I. With the exception of designated areas, all vehicles, including trailers, are restricted to paved roadways and parking lots. Driving on sidewalks whether to load or unload is strictly prohibited.
- J. Any sales in parks require approval. A Park Special Use Permit will need to be completed for approval from the Director of Parks and Recreation.

**Note: Columbia Code of Ordinance, Chapter 17, Division 7, Sec 17-122 prohibits sales in City parks except by any regular licensed concessionaire acting by and under the authority of the Parks and Recreation Director. Permission may be granted ONLY to non-profit agencies, with a Concession Permit Fee charged. Collection of monies is restricted to approved event area ONLY. Absolutely no solicitation of funds from general park users allowed. Collection of funds by for-profit agencies is not permitted.**

**Non-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation, or audited financial statement).**

- K. Discharging of firearms and weapons is prohibited in all City Parks. No weapons, even those held by concealed weapons permit, are allowed in the facility.
- L. Fireworks are prohibited in all City Parks.
- M. No pets allowed in the facility with the exception of assistance dogs. All other pets in the parks must be on a leash. Pet leashes must be no longer than four (4) feet from the responsible person whenever approaching or being approached by another patron.
- N. No smoking is allowed in any City of Columbia facility.
- O. A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Columbia as co-insured when amusement devices (i.e., dunking booth, bounce house, rides, etc.) are part of an event (or other event types as deemed by the Parks and Recreation Director). Shade structures (i.e., tents) larger than 100 sq. ft. (10' x 10') and/or staging structures require a building permit from Public Works Dept., 573-874-7474.

If it is deemed necessary, the Parks and Recreation Department will call upon the Park Ranger/Police for any situation which appears to be unruly. The Parks and Recreation Department reserves the right to cancel the event, and the parties will not receive a refund in the event the function is cancelled for this reason.