

## Room Reservation

The Lesbian Gay Bi Transgender Community Center of Metropolitan St. Louis (referred to as “The Center”) has two rooms available for use. There is a large conference room, which is 12ft x 18ft and will accommodate approximately 20 people snugly. In addition to the large meeting room The Center has a smaller conference room, which is 12ft x 14ft, and holds 9 people snugly. Each room is equipped with a television. There is access to a VCR and a DVD player. Rooms are available for renting Tuesday – Thursday, 12:00 PM to 9:00 PM. The Center is also wheelchair accessible.

### DONATION FEES:

The Center works to make our facility available and accessible to all of the community. Therefore donations are requested for organizations that are able to do so. This is an effort to support the community while also addressing the monetary needs of The Center.

If your organization has an annual budget exceeding \$200,000 the suggested donation is \$50.00 per use, or \$600.00 for the year. For organizations with budgets less than \$200,000 any donations from the organization or the participants is appreciated.

We require at least two week notice for renting one of the rooms. If for some reason you need to cancel the event, 48 hour advance notice is needed. If 48 hour advance notice is not given, you forfeit the payment, unless a previous arrangement has been made with a staff member from The Center.

Just because you ask for the room, does not mean the room is available. Please wait for confirmation from a staff member from The Center before you assume the room is available. Once you have received confirmation, the center will be happy to post your event on our community calendar, so that others can know about it. Groups that request to remain anonymous will be labeled “Reserved”.

### SMOKING AND DRUG/ALCOHOL POLICY:

The Center is smoke, drug and alcohol free! Please respect our policy. If anyone is caught smoking, using drugs or alcohol, future rental agreements could be jeopardized.

Any unruly behavior, including but not limited to: public intoxication, lewd behavior, disturbance of other Center patrons, and drug usage could result in the forfeit of future rental privileges. Also, you are responsible for any damage to the room during your event. If anything is broken, please notify a staff member immediately.

### OTHER RULES AND GUIDELINES:

Please clean the room when you are finished with the meeting, and leave it as you have found it. If the room is not left cleaned, future use and/or rental privileges could be jeopardized.

We encourage the use of decorations to enhance your event! However we must approve them before the meeting. Please refrain from using nails and other items that will cause permanent damage.

Access to the main doors after 7:00 pm. requires calling The Center at 314-367-1166 when you have arrived so someone can let you in the building. A staff member of The Center can be posted at the door to allow entry for participants arriving to your event after 7PM.

The Center has a multimedia library which we encourage you to use for your functions. However, we request notification if you wish to use any of the items in it. Please contact a representative from The Center for permission to use an item.

The Center is located in an office building, which is home to many other organizations and businesses. We politely request that you remember this when you have the meeting, and respect our neighbors.

*If you are interested in renting one of the rooms for your group please contact Blue or Shân at The Center by email at [info-at-findmycenter.com](mailto:info-at-findmycenter.com) or call 314-367-1166. Any information is subject to change with out notice.*

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### STATEMENT OF PRINCIPLE:

The Lesbian, Gay, Bi, Transgender Community Center of Metropolitan St. Louis (The Center) believes that each person has the right to identify and express their gender and sexual identity however they wish.

We believe that all people, regardless of sexual orientation, gender identity, race, ethnicity, color, class, educational level, immigration status, nationality, religion, age, HIV status, and family status have value. The experience and knowledge that they are able to share with us is wonderful and valuable. It is integral that everyone acknowledge and respect our differences and realize that we can learn much by working together to achieve a common goal.

We believe that we must include and accept each other and in order to do that, we must work towards inclusion. It is important that each person feels included and that they realize and know that we are a center for the entire community.

We believe that we must work together to love, help, educate and when appropriate, challenge all members of the community to realize that we are all equal, good, and have value as individuals, regardless of what society may say or feel.

Based upon these beliefs, The Center provides a home for organizations and groups; cares for those individuals that are in need; educates the public and our community; and empowers the community to achieve its fullest potential.

### CODE OF CONDUCT:

Anyone who is at The Center must be treated with respect. Any behavior should not disrupt the operation of The Center in any way. Organizations that host events are in charge of making sure that their participants act in a way that is respectful and courteous. Continual violations, after a verbal warning could result either in being asked to leave The Center for the rest of the day or potentially being banned from The Center.

The following are examples of inappropriate behavior:

- Sexual harassment, both verbal and physical
- Use of loud electronic devices without headphones
- Smoking
- Sexual or financial solicitation
- Using inappropriate, discriminatory or derogatory language
- Handing out anything that is not Center-approved
- Drinking or possession of alcohol regardless of the age of the individual, unless served at a Center event in the designated area

The possession or use of a weapon of any kind, including, but not limited to: fire arms, knives, sharp objects, fire, or bombs is not allowed. Possession or use of these items will result in the immediate expulsion and possible permanent ban from The Center.

Physical threats or violence of any kind will not be tolerated.

If there is a question about any of the rules, please see a staff member of The Center.

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