



Hunger Engagement Center Use Agreement

This Hunger Engagement Center Use Agreement (“Agreement”), dated _____, 20____, is by and between St. Louis Area Food Bank, Inc. (“SLAFB”) and _____ (“Group”). The parties hereto, intending to be legally bound, and in consideration of the mutual covenants contained herein, agree as follows:

1. SLAFB hereby grants to the Group the use of its Hunger Engagement Center (“HEC”), located at 70 Corporate Woods Dr., Bridgeton, MO 63044 for the purpose of _____ (“Event”). Access to the HEC for the Event will be granted on the following date(s) and during the following times:

Date(s): _____ **Start Time:** _____ **End Time:** _____

2. The Group agrees to accept the HEC in its “as-is” condition “with all faults”. The Group shall comply with the policy and procedures for the HEC as determined by SLAFB from time to time, including, without limitation, the policies set forth in Exhibit A. In addition, the Group shall use the HEC in a manner that will not cause interference with the use or occupancy of the other portions of the building by SLAFB or others in any way.

3. The Group shall pay to SLAFB a rental fee of \$_____, plus all other charges to be paid by the Group under this Agreement (“Rental Fee”) for the Group’s use of the HEC based on the time and portion of the HEC used by the Group, as determined by Exhibit B. The Rental Fee will be billed in advance and must be paid in full before the Group may use the HEC.

4. All notices provided for or desired to be sent by the parties shall be in writing. No notice or document shall supersede this agreement.

5. The Group assumes all risk of and agrees SLAFB will not be liable for any damage to property or injury to or death of any persons including, without limitation, the Group, its agents, invitees, licensees or agents in, on, or about the HEC or any other portion of SLAFB’s property. Further, the Group shall indemnify and hold SLAFB and its members, directors, officers, employees and agents harmless from and against all losses, damages, expenses, costs (including attorneys’ fees) or liabilities (including statutory liability and liability under workers’ compensation laws) in connection with claims, demands, actions, judgments, penalties, fines, liabilities, losses, suits or administrative proceedings arising out of any act or neglect (including the Group’s failure to perform or comply with this Agreement) by the Group, its agents, employees, contractors, invitees, or representatives in, on or about the HEC. This indemnity shall survive the termination of this Agreement. The Group hereby releases SLAFB from any and all liability or responsibility to the Group or anyone claiming through or under the Group by way of subrogation or otherwise for any loss or damage to equipment or property of SLAFB covered by any insurance then in force.

6. If any damage occurs to the HEC or any other property of SLAFB, or if any repairs or replacements need to be made thereto as a result of the Group’s use of the HEC under this Agreement, the Group shall pay SLAFB for any such damage, repairs or replacements upon demand by SLAFB.

7. The Group is required to meet the minimum insurance coverage as detailed in Exhibit A. Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the Group. SLAFB must receive a certificate of insurance evidencing the Group meets the minimum insurance coverage before holding any event in the HEC. The Group shall name the SLAFB as additional insured on their general liability insurance policy as it pertains to the rental of the HEC. This should be written on the certificate of insurance under the “Description of Operations” section.



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8. Execution of this Agreement by SLAFB does not indicate agreement with or endorsement of the Group, or any individual, organization or issue of the Group or any other party that may be using the HEC. Fundraising, political campaigns, media events, and alcohol are not permitted in the HEC.

9. The Group may not assign any interest in this Agreement or otherwise transfer its rights to use the HEC pursuant to this Agreement or any part thereof to any party other than the Group.

10. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

EXECUTED as of _____ day of _____, 20____.

Group Name: _____	St. Louis Area Food Bank, Inc.
Name & Title: _____	Name & Title: _____
Signature: _____	Signature: _____



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Exhibit A – Reservation Information

Hours of Operation

Weekdays 9 a.m. – 4 p.m.

(Please note: Foodbank operations end at 4:00 p.m.; special events should conclude before 4 p.m. to allow for cleanup and departure before Foodbank closing)

Rooms, Occupancy, & Seating

Tables: 26

Chairs: 180

Please see room charts for additional information.

(Up to 10 rectangular tables are also available for seating, buffet lines, presentation materials, etc.)

Accessibility

The HEC is located on the 2nd floor and is accessible by elevator.

The HEC includes a handicap accessible water fountain as well as bathroom facilities.

Parking

Parking for parties of 50 guests or more requires the assistance of a parking attendant (provided by SLAFB) and incurs an additional \$10 fee.

Front Administrative Lot – 4 handicap spaces
Volunteer Lot – 80 spaces
Back Lot – 80 spaces

Audio / Visual

Each room / quadrant comes equipped with a ceiling-mounted projector and mechanized screen for presentations. Laptops (PC; Windows 7) are available for loading presentation materials.

Larger room reservations may make use of more than one screen. Large room presentations may be facilitated through the podium laptop installed on stage. Wireless remotes, wireless microphones, and the podium microphone are also available.

All audio / visual requirements and materials should be submitted (via email or flash drive) in advance to ensure the files and equipment are in working order.



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Available Amenities

Kitchen:

- Sink
- Microwave Oven
- Refrigerator with Freezer
- Coffee Maker
- Ice Maker
- Dishwasher
- Limited Paper Supplies (disposable coffee cups, paper towels, etc.)
- 8 Ceramic Mugs

Third-Party Vendors

Third-party vendors are welcome at the St. Louis Area Foodbank and may make use of the prep space in the Hunger Engagement Center. Please note that the prep space **does not** include an oven or stove top. **The HEC is equipped with very basic supplies. Please ensure that your vendor will provide all necessary serving and dining materials.**

No open flames

- **Frying is not allowed** in the Hunger Engagement Center.
- **Sterno cans are permitted** for catered events only.

Alcohol is not permitted in the Hunger Engagement Center.

Please plan to submit vendor contact information and certificate of insurance to your SLAFB liaison in advance of your event. Parties are responsible for coordinating pick-up, drop-off, and clean-up with vendors for regular operating hours. Leftover materials or rental items left on SLAFB property may result in an additional service charge.

Foodbank Services

Foodbank staff are happy to offer tours, general presentations, and/or educational programming schedule permitting at no additional charge. Volunteer opportunities may be available depending on group size and availability.

Please request Foodbank related activities in advance with your event registration so that we may make every effort to accommodate your group.



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Insurance Requirements

Events held in the Hunger Engagement Center require minimum insurance coverage as evidenced by a certificate of insurance:

Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate

Worker's Compensation: \$500,000 per accident for bodily injury by accident, \$500,000 per employee for bodily injury by disease, and \$500,000 policy limit for bodily injury by disease, unless statutory limits are higher

Required Paperwork

Event Information Form
Hunger Engagement Center Use Agreement
Certificate of Insurance

General Rules & Restrictions

Fundraising, political campaigns, and media events are not permitted in the Hunger Engagement Center. Corporate, non-profit, educational, and social events are welcome on a case by case basis.

Please: NO alcohol
NO open flames
NO frying

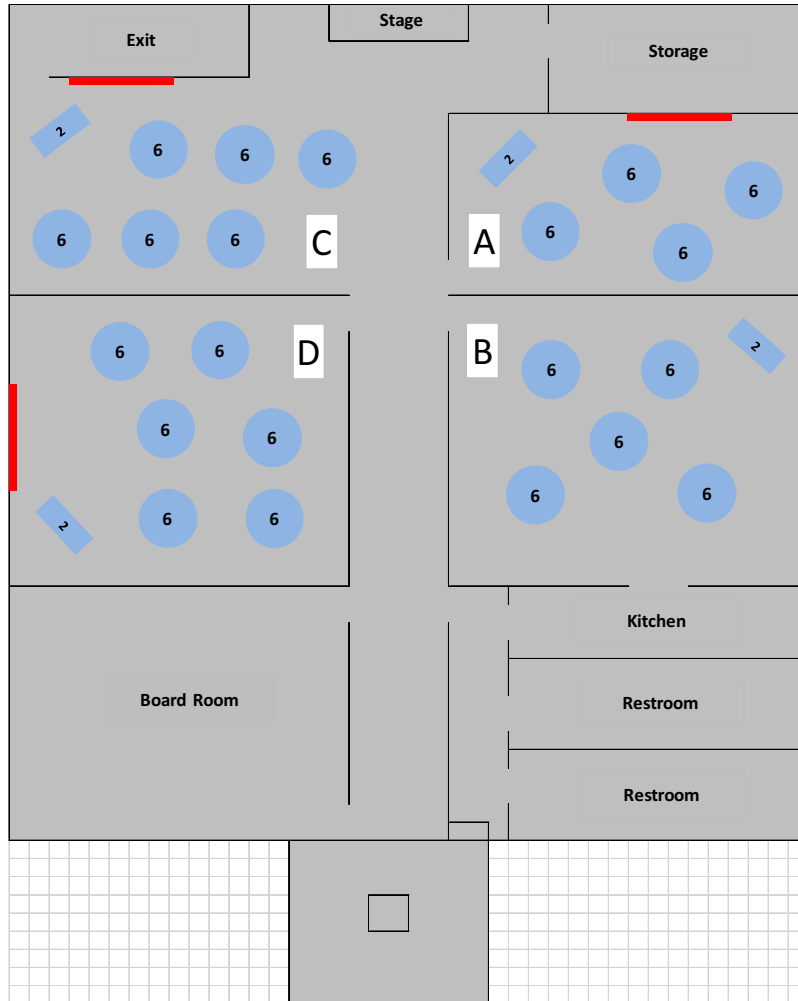
Contact Information

St. Louis Area Foodbank
70 Corporate Woods Drive
Bridgeton, MO 63044

Ashley Rube, Outreach Coordinator
314.292.5391 (direct)
314.292.6262 (main)
803.665.3682 (cell)
arube@stlfoodbank.org

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Exhibit B – Rental Fees



	½ Day (3 hours)	Full Day (6 hours)
Full Room	\$115	\$130
Half Room (CD or AB)	\$100	\$115
A, B, C, or D	\$70	\$85

Parking for parties of 50 guests or more requires the assistance of a parking attendant (provided by SLAFB) and incurs an additional \$10 fee.