



**WATERSHED CENTER AT VALLEY WATER MILL PARK  
REQUEST FORM**

Organization Name (if applicable) \_\_\_\_\_

Event Name/Description: \_\_\_\_\_

Rental Date(s) and Time(s): Day \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Start Time: \_\_\_\_\_ (includes set up)

Expected Attendance: \_\_\_\_\_ End Time: \_\_\_\_\_ (includes clean up)

**RENTER INFORMATION:**

Name: \_\_\_\_\_ Submitted on: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referred By: \_\_\_\_\_

**C.W. TITUS EDUCATION FACILITY**

*The C.W. Titus Education Facility is a LEED GOLD facility owned and operated by the Watershed Committee of the Ozarks. A "green" meeting policy accompanies the rental form. The Meeting room and outdoor lawn are available 1/2 day or full day during normal business hours Mon-Fri 8am-5pm. Due to our small staff, weekend and after business hours events are determined by staff availability. Park Hours are dawn to dusk everyday. Please check all that apply.*

\_\_\_\_\_ Meeting Room (includes 10 8 ft. tables, 80 chairs & small catering kitchen) Capacity: 80 people  
1/2 day (up to 4 hours) **\$110** \_\_\_\_\_ or full day (6 to 8 hours) **\$220** \_\_\_\_\_ or by the hour **\$50** \_\_\_\_\_

\_\_\_\_\_ A/V equipment (projector/screen) \_\_\_\_\_ Podium \_\_\_\_\_ Wi-Fi available (no laptop available)

\_\_\_\_\_ West Lawn Area (does not include tents, tables, chairs or A/V equipment, unless previously arranged)  
1/2 day (up to 4 hours) **\$40** \_\_\_\_\_ or full day (6 to 8 hours) **\$80** \_\_\_\_\_

**LAKESIDE PAVILION**

*The Lakeside Pavilion is a "green" pavilion owned and operated by the Watershed Committee of the Ozarks. The Pavilion is available by the day or 1/2 day March 5th –December 5th.. A key is needed to access the tables and chairs and restroom . Please check all that apply.*

\_\_\_\_\_ Lakeside Pavilion (includes 10 8 ft. tables and 70 chairs)  
1/2 day (up to 4 hours) **\$60** \_\_\_\_\_ or full day (6 to 8 hours) **\$120** \_\_\_\_\_ or by the hour **\$50** \_\_\_\_\_

\_\_\_\_\_ Fireplace (key needed) \_\_\_\_\_ Grill \_\_\_\_\_ Projector Screen (no projector provided)

*Please be prepared to set up and break down the tables and chairs needed for your event. (unless other arrangements have been made).*

**ADDITIONAL ITEMS**  
(check all that apply)

\_\_\_\_\_ Food being brought in (please adhere to Green Meeting Policy)

List caterer (if applicable)\_\_\_\_\_

\_\_\_\_\_ Fees being charged to participants

\_\_\_\_\_ Merchandise being sold? \_\_\_\_\_

The C.W. Titus Education Facility is equipped with a small catering kitchen-refrigerator, microwave, dishwasher and coffee pot are available to those renting the meeting space. The catering kitchen is not available for those renting the pavilion. Paper products, plastic ware, cooking utensils are not available for use. Please refer to Green Meeting Policy.

*Please be prepared clean up after your event including wiping down counters, tables and chairs, placing trash and recyclables in proper place, spot vacuum meeting room if necessary, and putting tables, chairs and other items used in their place.*

**EMERGENCY**

In case of an emergency, call 911. There is an emergency phone inside the CW Titus Education Facility on the wall next to the warming kitchen. In case of fire, leave the premises immediately and call 911.

**I have read and fully comprehend the facility rental policies contained in the Watershed Center Rental Packet. This includes: It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only.**

**Signature of Applicant:**\_\_\_\_\_ **Date**\_\_\_\_\_

*A donation of \$ \_\_\_\_\_ is being made to the Watershed Committee of the Ozarks to support their efforts at the Watershed Center.*

The Watershed Committee of the Ozarks has a tremendous investment in the facilities at the Watershed Center. The C.W. Titus Education Facility and the Lakeside Learning Station (pavilion) are a resource for private, community and governmental groups and include various additional benefits to users such as tables, chairs, AV equipment and free wireless internet.

It is important for the Watershed Committee to charge facility users to help cover costs associated with operating, staffing, maintaining the facilities and to generate revenue to improve the financial sustainability of the organization. There may be limited exceptions in which rental fees may be waived by the director.



**RENTAL AGREEMENT for Watershed Center at Valley Water Mill Park  
2400 E. Valley Water Mill Rd, Springfield, MO 65803**

**This request is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Watershed Committee of the Ozarks and \_\_\_\_\_.**

Applicants must initial and abide by the following conditions for use of the facility, pavilion and/or lawn. Please read and initial the following:

**RENTAL FEE:** All fees are due at the time of application. Any and all rental payments required by this Rental Agreement shall be made payable to Watershed Committee of the Ozarks and mailed or delivered to the staff at Watershed Committee of the Ozarks, 320 N. Main Avenue, Springfield, MO 65806. Insufficient checks are charged a \$20 fee.

**UNDERSTANDING OF APPLICATION:** I understand that this is an application for use of a specific building/pavilion/space and does not grant exclusive use of the Watershed Center or Valley Water Mill Park.

**CANCELLATION POLICY:** The renting organization agrees that, should need arise, a cancellation notice of at least seven (7) days prior to the time of the rental is required in order to be eligible for a refund of rental fees paid. However, when cancellation is a result of extreme inclement weather or national emergency, which would prevent other groups from renting the premises for an identical term as that of this Rental Agreement, the Watershed Committee of the Ozarks will waive the cancellation policy and return any rental fees and or re-schedule the rental time and date agreeable to both parties.

**CARE OF THE FACILITY:** The renting organization agrees to be responsible for and reimburse to the Watershed Committee of the Ozarks costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Springfield-Greene County Park Board.

**CLEAN UP OF THE FACILITIES USED:** The renting organization agrees to clean up after their event, including wiping down tables and chairs, counters, catering kitchen, spot vacuuming if needed, and returning tables and chairs to proper place and adhering to the Green Meeting Policy where applicable.

**PARK USE POLICIES:** The Watershed Center including the C.W. Titus Education Facility and Lakeside Pavilion are located at Valley Water Mill Park, governed by the Springfield-Greene County Park Board. Please follow park rules: 1) **No alcohol is allowed in public parks.** 2) You are responsible to put all trash/recyclables in proper containers 3) Do not attach wires, notices, signs to any structure or containers. 4) Do not alter, damage or remove plants or gardens 5) Grilling is only allowed with prior approval of Watershed Committee of the Ozarks in designated areas.

**SPECIAL USES:** Any special requests must be submitted in writing and approved. This includes: outdoor tents, and chairs, booths, generator use, water use, amplification, music, requests for moving furniture or benches, or any potentially unusual requests.

**INDEMNITY:** The renting organization agrees to indemnify, defend, and hold harmless the Springfield-Greene County Park Board from claims and damages because of bodily injury, including death, and from claims and damages to property which may arise both out of and during operations under this Rental Agreement whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization. This paragraph shall not apply to any school agency, state university, or political subdivision of the state.

**INSURANCE AND PERMITS:** Special Events that include Food or Merchandise sales by outside vendors are required to abide by all City Codes and submit proof of insurance and permits prior to event approval.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***Please mail Request Form & Rental Agreement to: Watershed Committee of the Ozarks  
Or Fax: 417-866-1918 2400 E. Valley Water Mill Rd. Springfield MO 65803***

Office Use:

Approve \_\_\_\_\_ Deny \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_

Rental Notified of Approval/Denial By: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Collected \$ \_\_\_\_\_ Donation Collected \$ \_\_\_\_\_

Donation Collected \$ \_\_\_\_\_

## **GREEN EVENT POLICIES**

### **FOOD AND BEVERAGE**

- ◆ *No Bottled Water Please!* The water onsite is fantastic. We provide washable drink ware and encourage visitors to bring their own reusable water bottles.

#### **Service Ware:**

- ◆ Use reusable or compostable/biodegradable service ware including plates, cups, & silverware
- ◆ About 30 place settings are available for use; please rinse and place them in the dishwasher after use.

#### **Food Service:**

- ◆ Select food service providers that use reusable service-ware, or sell products that come in minimal, recyclable, or no packaging.
- ◆ Look for restaurant/food service providers that are using locally grown foods.
- ◆ Caterers must provide business license number

#### **Food Waste Composting:**

- ◆ Compostable food items (no meat or bones) can be discarded into a separate trash bag that will be deposited into our onsite composter.

### **PRINTED MATERIALS**

- ◆ Use two-sided printing/copying on all printed materials using recycled paper
- ◆ Collect and recycle printed materials
- ◆ Use vegetable inks whenever possible
- ◆ Use reusable or recyclable name badges and collect them when the meeting is over

### **RECYCLING**

- ◆ There are recycle containers available for paper, plastic, and cans. The Watershed Committee will be responsible for taking the recyclables to the recycling center.

### **EDUCATING ATTENDEES:**

#### **Pre-Event Information:**

- ◆ Let your attendees know in advance about the “green event” efforts that will be in place
- ◆ Encourage carpooling

#### **At the Event:**

- ◆ Please make an announcement regarding the Green Event Policies and show your attendees where to recycle, place compost, and trash.

#### **For Questions regarding the Green Event Policy, please contact:**

Kelly Guenther, Business Manager  
417-866-1127 or [kelly@watershedcommittee.org](mailto:kelly@watershedcommittee.org)