

Weldon Spring Site Interpretive Center

Meeting Room and Event Application

As an additional free service to the community, the Weldon Spring Site Interpretive Center may grant permission for groups to use meeting rooms during the day or evenings or host events onsite at no charge.

Such requests require a special use permission process. To view the *Special Use Permission Policy*, [click here](#).

To reserve a meeting room, complete the form below.

Primary contact name *(person who will be onsite)*:

Secondary contact name:

Primary contact phone no.:

Alternate phone no.:

Secondary contact phone no.:

Alternate phone no.:

Primary contact email address:

Secondary contact email address:

Group name:

Group address:

Group phone no.:

Website *(optional)*:

Briefly describe your group's mission and community involvement:

Describe the event and/or intended usage *(use as much detail as possible)*:

Are you with a 501(c)(3) organization? *(classification not necessary)* ☐ Yes ☐ No

No. of attendees:

Requested date(s):

Alternate date(s) requested:

Second alternate date(s) requested:

Requested facility access time:

Departure time:

Requested activity start time:

Requested activity end time:

Facilities Needed *(check all that apply)*

Weldon Spring Site Interpretive Center meeting rooms 1–4 are 25 by 40 feet. Each room can seat 50 people with chairs only and 30 people with tables and chairs. Rooms 1–2 and 3–4 may be combined, respectively, to double those capacities.

The auditorium is 25 by 40 feet and seats 80 with chairs only.

☐ Room 1

☐ Room 2

☐ Room 1 and 2 combined

☐ Hamburg Trail

☐ Secondary parking lot

☐ Room 3

☐ Room 4

☐ Room 3 and 4 combined

☐ Grass lawn

☐ Other: _____

☐ Auditorium

☐ Exhibit hall

☐ Disposal cell

☐ Main parking lot

Describe in detail the preferred table/chair setup needed for your room:

Will you collect admission fees, registration fees, donations, or other monies? *(If yes, please describe in the space above.)*

☐ Yes ☐ No

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To reserve a meeting room, complete the form below.

- ☐ I acknowledge that meeting room access for myself and group members begins at the agreed-upon time stated in the Special Use Permission confirmation letter provided to the group's primary contact.
- ☐ I understand that for meeting room reservations outside of normal Interpretive Center operating hours access will only be granted through the assigned meeting room door. Failure to follow these guidelines (such as knocking on office windows or alternate doors before/at the scheduled access time) may result in the loss of future meeting room reservation privileges.
- ☐ I acknowledge that I will leave the room as I found it and have included time for setup and room cleanup as part of the reservation time.
- ☐ Applicant attests that they have read and agree to all terms as stated in the [Special Use Permission Policy, Weldon Spring, Missouri, Site](#)
- ☐ Applicant attests that group participants and attendees will abide by the [listing of prohibited activities](#) posted on the Office of Legacy Management public website and onsite.

Would you like to receive the latest news and updates about the Weldon Spring Site Interpretive Center? ☐ Yes ☐ No

Applicants will receive an email confirmation that their application has been received within 7 business days. However, the reservation review process could take more than 30 days. All applications will be considered on a case-by-case basis.

After your application is approved, you will receive detailed information regarding audiovisual needs, food and drinks, parking, and other considerations and needs.

Contact Us:

Weldon Spring Site Interpretive Center
(636) 300-2601
WSInterpretiveCenter@lm.doe.gov

Official Use Only

Booked date(s) and time: _____

☐ Received and processed