IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Jefferson National Expansion Memorial
11 North Fourth Street
St. Louis, Missouri 63102-1882

SPECIAL USE PERMIT GUIDELINES FOR AFTER-HOURS EVENTS AT THE HISTORIC OLD COURTHOUSE

Many requests are received to use the Memorial for various reasons. When such requests are inappropriate, they are denied. Frequently, because of lack of space, funds, staff resources, etc., even appropriate uses have to be denied; however, **compatible, non-commercial (does not involve the buying and selling of goods or services)** use of the Historic Old Courthouse is permitted from time to time with a Special Use Permit. A Special Use Permit is issued by the Superintendent to an individual, group, or organization authorizing use of National Park Service-administered resources. A compatible use is defined as an activity that is not specifically prohibited by legislation and that is in accordance with the purpose and the land classification of the area and National Park Service policies.

As a matter of information to you regarding after-hours events at Jefferson National Expansion Memorial (Gateway Arch or Historic Old Courthouse), the possibility exists for the cancellation of all after-hours special events due either to: (1) severe inclement weather conditions where the safety of visitors/employees is a concern; or (2) a national or regional crisis related to terrorism. Because the Memorial has been designated as one of the "icon" parks within our nation that may be targeted for terrorist activity, the closure of any portion of the Memorial's facilities may be considered on a case-by-case basis or day-by-day basis. The Superintendent will make that decision based upon the specific situation and local conditions as changes occur. We are providing this information to you as a courtesy in case you wish to consider other alternatives.

Major events not open to the general public must be held after established operating hours. The Historic Old Courthouse is open 8:00 a.m. to 4:30 p.m., daily. The Historic Old Courthouse is closed Thanksgiving, Christmas and New Year's Day. Special Use Permits are not issued on certain holidays, or during certain times when public visitation is extremely high.

WHO MAY APPLY

Any individual, group, society, or organization that will assume responsibility for the gathering may apply for a Special Use Permit.

REQUESTING A SPECIAL USE PERMIT

Requests for Special Use Permits should be made in writing to the Superintendent at the above letterhead address at least 90 days prior to the date of the event. Please include the following information in your application letter:

1. Name, address, phone number, and brief background of your organization/group;

2. The purpose and description of the event, including whether or not food and drink (alcohol) will be served;

3. Date and time guests will arrive and depart--**(4-hour maximum) may begin no earlier than 5:30 p.m., and must conclude at 11:00 p.m.**

4. Number of guests anticipated.

ISSUING A SPECIAL USE PERMIT

When a written request for permission to use the Historic Old Courthouse is received, along with the required non-refundable deposit, a decision will be made to allow or deny special usage based on appropriateness, availability, timeliness, size of crowd, etc. If the use is to be permitted, a Special Use Permit outlining conditions governing the special usage, payment of the balance of the fee, and insurance requirements will be completed and sent to the requester. If request is to be denied, a letter explaining denial will be sent to requester and the deposit will be returned.

Permittee must sign and return the permit for the Authorizing Official's signature. After signing by the Authorizing Official, the completed permit will be forwarded to permittee along with a letter outlining how to proceed with the planning and execution of their special activity.

PARK USAGE FEES

A usage fee is charged. **A non-refundable down payment of $200.00 is required to reserve a date on the park calendar and should be enclosed with your written request for a Special Use Permit**; the remaining balance is due seven (7) working days prior to the date of your event. Fees are not refundable unless the number of guests attending changes to the extent that a different fee is warranted. If this is the case, a request in writing must be made to the Superintendent for consideration of the adjusted fee with the new number of guests attending. No fee adjustment will be considered after the date the balance of the fee is due, i.e., seven (7) working days prior to the date of the event, or after the event has taken place. All details relative to your event must be finalized no later than seven (7) working days prior to the date of your event--no exceptions will be made. **Check should be made payable to the National Park Service with your Social Security Number or Tax Identification Number noted on your check.**

HISTORIC OLD COURTHOUSE

The Rotunda area is suitable for 100 guests for a sit-down dinner; or a maximum of 200 guests for a stand-up reception. **Historic Old Courthouse events (4-hour maximum) may begin no earlier than 5:30 p.m., and must conclude at 11:00 p.m.** Access for setup is permitted at 4:30 p.m. From mid-November through early January, the Rotunda contains Victorian Christmas decorations; however, there is no tree. From approximately June 10 through July 10, the Historic Old Courthouse is decorated to celebrate a Victorian Independence Day. Keep this in mind when planning your event.

	2-hour event	3-hour event	4-hour event
1 - 200 people	$1,300	$1,500	$1,700

FACILITY USAGE REQUIREMENTS

LIABILITY INSURANCE

To limit exposure to liability, the permittee agrees to save, hold harmless, defend and indemnify the United States of America. **A Certificate of General Liability Insurance in the amount of $1 million is required. The insurer must include the UNITED STATES OF AMERICA AS AN ADDITIONAL INSURED for the period of the permit (this must be specified in writing on the Certificate of Insurance form)**. Proof of insurance is required 45 days prior to the date of the event. The National Park Service reserves the right to require the posting of security either in the form of cash or bond to insure performance in accordance with the terms of the permit to cover such costs as restoration, rehabilitation, and cleanup of the area used, and other costs resulting from the special park use.

CATERING/RENTALS

As there is no exclusive catering/rental service at the Memorial, permittee is responsible for hiring a caterer for their event if food and beverage are served. Absolutely, no cooking is allowed. Electric warming ovens or sternos are permitted. All items needed for the serving of drinks and food are to be provided by the permittee. We urge you to avoid using any items which when thrown away will add to our nation's environmental problems, and strongly suggest you consider using recyclable products. National Park Service equipment and supplies are not available for permittee's use unless specified within the permit.

CLEANING

To insure that the facility is ready for early morning park visitors, the permittee must arrange for an acceptable professional cleaning company to clean all areas used. **A meeting is required among the Chief of Facilities Management (314-655-1600), the permittee or their representative, the caterer, and the cleaning company**

representative to discuss event logistics, catering and clean-up requirements. This meeting must be attended by all parties and must be scheduled at least one month prior to the date of your event. All event details must be finalized before this meeting, i.e., trams, theaters, stores, etc.

VENUE OPTIONS

EXHIBIT GALLERIES

Special Exhibit Galleries, Courtrooms, and galleries devoted to exhibits about early St. Louis history will be opened and staffed for the first 2 hours, or longer if requested, and is included in the usage fee.

THEATER

If requested, a 17-minute documentary film entitled, "*Slavery On Trial: The Dred Scott Decision,"* may be shown to your guests and is included in the usage fee. The film uses historic documents and images, reenactment scenes and interviews with historians (and a direct descendant of the Scotts) to bring the story to life and relate it to later civil rights cases in America. The theater can accommodate 48 people and may be scheduled at the final logistics meeting.

MUSEUM SHOP

The Historic Old Courthouse Museum Shop provides your group the opportunity to take home educational and commemorative items that will bring back memories of your event. The 700 square foot shop, located on the first floor of the Historic Old Courthouse, offers exclusive gifts and publications relating to the Gateway Arch and Historic Old Courthouse as well as St. Louis history.

To arrange to have the shop open, please contact the Marketing Assistant of the Jefferson National Parks Association at 314-678-1513. The Historic Old Courthouse Museum Shop is available for $50 per hour with a 2-hour minimum. The latest start time for the store is 7:00 p.m. Proceeds from sales in the shop support the education and interpretation programs at the Historic Old Courthouse.

ADDITIONAL CONSIDERATIONS & LIMITATIONS

Use of the Historic Old Courthouse requires the scheduling of the park's maintenance, interpretive, and law enforcement staffs to provide appropriate care for resources and visitors; therefore, park staff must be available to work an event before the event is permitted.

The park is closed to the consumption of alcoholic beverages **unless** specifically authorized by Special Use Permit. **Cash bars and the selling of drink tickets on the premises are prohibited.** In order to clear the facility at the agreed-upon time as noted on the permit, serving of all refreshments must be discontinued at least 15-minutes prior to that time.

No cash transactions of any kind are permitted during your event. Admission fees for, or any other monies associated with your event, may not be collected on the premises. Smoking is prohibited inside the Historic Old Courthouse. Keep in mind when planning your event that the Historic Old Courthouse Rotunda is not air-conditioned. No candles of any type are allowed, e.g., decorative, votive, or covered.

National Park Service Law Enforcement Rangers will be available to handle any incidents related to an after-hours event at the Historic Old Courthouse; however, rangers will not be solely dedicated to handling security for permitted activities. If additional security is used, **ONLY** two types are authorized: (1) St. Louis City Police Officers working on a secondary detail, uniformed and armed, and; (2) any licensed private security company officer, uniformed and un-armed. Notify the park's Chief Ranger at 314-655-1600 **only** if additional security will be used.

These guidelines and fees are subject to change without notice. For additional information, please contact the Park Permits Office at 314-655-1613. **Revised February 2012**