

# 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 on-site at no charge. Such requests require a special use permission process.

**To reserve a meeting room, complete the below form.**

To view the *Special Use Permission Policy*, [click here](#).

**Primary Contact Name**

**Secondary Contact Name**

**Address**

**Address**

**Phone Number**

**Alternate Phone Number**

**Phone Number**

**Alternate Phone Number**

**Email Address**

**Email Address**

**Group Name**

**Address**

**Phone Number**

**Website (optional)**

**Please briefly describe your group's mission and community involvement:**

**Are you with a 501(c)(3) organization?**

(classification is not necessary)

**Contact Us:**

Weldon Spring Site Interpretive Center

636-300-2601

[WSInterpretiveCenter@lm.doe.gov](mailto:WSInterpretiveCenter@lm.doe.gov)

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Facility Requested:

Requested Date

Alternate Date Request

Second Alternate Date Request

Requested Activity Start Time

Requested Activity End Time

Requested Facility Access Time

Departure Time

Number of Attendees

## Facilities Needed (check all that apply)

Weldon Spring Site Interpretive Center and Office Complex meeting rooms 1-4 are 25' by 40' in size, and each seat 40 (conference style). Rooms 1 and 2 and 3 and 4 may be combined. The auditorium is 25' by 40' in size and seats 80 (theater style).

Room 1

Room 2

Room 1 and 2 Combined

Auditorium

Room 3

Room 4

Room 3 and 4 Combined

Hamburg Trail

Exhibit Hall

Disposal Cell

Main Parking Lot

Grass Lawn

Other:

Secondary Parking Lot

Describe the event and/or intended usage:

Will You Collect an Admission Fee, Registration Fee, Donations, or Other Monies?

Yes

No

Comments:

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## Notice

You will receive an electronic or phone confirmation that your application has been received. However, the process is not officially booked until it goes through our approval process. The application review process to reserve these facilities could take up to two weeks.

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

## Acknowledgement

Applicant attests that they have read and agree to all terms as provided in the [Weldon Spring Site Special Use Permission Policy](#).

Applicant attests group participants and attendees will abide by posted [listing of prohibited activities](#).

## Weldon Spring Site Interpretive Center Email Updates

Would you like to receive the latest news and updates about the Weldon Spring Site Interpretive Center?

**SAVE AND SEND THIS FORM AS AN ATTACHMENT TO**  
**[WSInterpretiveCenter@lm.doe.gov](mailto:WSInterpretiveCenter@lm.doe.gov)**

### Contact Us:

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