

River Heights City
520 South 500 East
435-752-2646

Building Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date: _____ Hours:** _____ # of People: _____ (60 max)

*Must be at least 21 years old, a resident of River Heights and be present during the entire rental time.

** Be specific on the hours since someone will open and close the building for you.

River Heights City is dedicated to serving its citizens and allowing them to use the City Building. In order to maintain a secure and well maintained facility the following Building Use Policy has been established and must be followed.

Deposits, Fees, and Cancellations

- Building use is for River Heights' residents wishing to use the building for personal events, such as family gatherings, socials, or private club meetings.
- Deposit and fees not paid prior to 5 days before the reservation will result in forfeiture of the reservation.
- A credit card deposit and rental fee will be required.
- A cancellation less than 3 days before reservation will result in a forfeit of the rental fee. The deposit is still refundable.
- The deposit may be returned within 10 days after the inspection verifies that no building or property damage has occurred, that no City property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. River Heights City reserves the right to withhold all or part of the cleaning deposit for any violation of this rental agreement or for any costs incurred to the city.
- Any damage over the deposit amount will be charged to your credit card.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the building or facility on time may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (credit card only):

Deposit	\$100
Building use fee:	\$100 (first 5 hours)
Additional Hours	\$ 25/hour

Building Use

- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around the City Building.
- Smoking is not permitted on City property.
- Maximum Occupancy is 60 people.
- Organizations using the building must use only those areas for which pre-approval has been granted.
- A broom and vacuum will be left in the chairs closet for use after the activity. **Cleaners and rags will need to be brought from home.**
- Organizations are responsible to leave the building as clean and organized as when they found it.
- Children are welcome at the City Building but must be under the direct supervision of responsible adults at all times.
- Trash must be disposed of and can be placed in the dumpster at the end of the driveway, east of the tennis courts. Extra liners will be provided in the bottom of the can.

Lost or Stolen Property

- The City of River Heights will not be responsible for the loss or damage of equipment, art work, personal belongings, or other items owned or used by the organization using the building.
- Items left for more than 60 days will be utilized or discarded as deemed proper by city staff.

IN THE EVENT OF AN EMERGENCY CALL CLAYTEN NELSON AT 213-6948

I have read and agree to the terms and conditions listed in this policy. Failure to abide by this agreement will result in the loss of reserving privileges for the City Building in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Building. I agree to pay for damages that occur to the facility, including costs exceeding the amount of the deposit.

I have received a copy of the Building Renting Guidelines.

Signature

Date

Staff Initials

Office Use Only

Rent Paid: _____

Date: _____

Deposit Paid: _____

Date: _____

Deposit Refund Amount: _____

Date: _____