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

Building Use Policy

Group Representative*:	Phone #		
Address:			
Email:			
Reservation Date:** Hours:***	_ # of People: (40 max)		
*Must be at least 21 years old, a resident of River Heights and be present during the entire rental time. ** The building is NOT available for rent on Thanksgiving, December 24, 25, 31 or January 1. *** The building is available to rent between 8:00am and 9:30pm. Be specific on the hours you'd like 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. Majority of attendees must be River Heights residents.
- Deposit and fees not paid prior to 5 days before the reservation may result in forfeiture of the reservation.
- A credit card deposit and rental fee will be required.
- A cancellation less than 3 days before reservation may 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: \$ 50 (first 5 hours)
Additional Hours: \$ 25 per hour

Fees may be waived contingent upon City Council approval for non-profit organizations and local government uses. For example; forums regarding River Heights City government and town halls with legislature representatives. NOTE: Council approval of fee waiver may take up to three weeks.

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 40 people.
- Organizations using the building must use only those areas for which pre-approval has been granted.
- Organizations are responsible to leave the building as clean and organized as when they found it.
- A vacuum will be available in the kitchen, however, cleaners and rags will not be provided.
- 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, 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 A BUILDING ISSUE CALL CLAYTEN NELSON AT 435-213-6948.

I have received a copy of the Building Renting Guidelines.

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.

Signature	 Date	Staff Initials
Office Use Only		
Rent Paid:	Date:	
Deposit Paid:	Date:	
Deposit Refund Amount:	Date:	