

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.

