

**UINTAH CITY
PARK & SCOUT HOUSE RENTAL REQUEST AND AGREEMENT**

Event Date _____ Day of Week _____ Time _____ am/pm to _____ am/pm
Group Name _____ Scout House _____ Kitchen/Concessions _____ Park _____
Name _____ Address _____ City _____ Zip _____
Home Phone _____ Cell/Work Phone _____ Apx. Attendance _____

**RENTAL AND DEPOSIT FEES ARE PAYABLE ON THE DAY THE RESERVATION
REQUEST IS MADE**

Rental Fee _____ Check/Receipt# _____ Today's Date _____ *Deposit Fee _____
*No refund on deposit if checkout is not completed!

Rules & Regulations

The following are prohibited within any of the City Parks: (Resolution No. 13-0716-BLD & Park)

- | | | |
|--|---------------------------|------------------|
| a. Alcoholic beverages of any kind | d. No animals of any kind | g. Rollerblading |
| b. Smoking within 50 ft. of park areas | e. Bicycles | h. Golfing |
| c. Any motorized vehicle of any kind | f. Skateboarding | i. Open fires |

Renters Obligations:

As the person responsible for the above noted group, I agree to be responsible for the groups compliance with this Agreement and understand that I will be responsible for any damages above the cleaning deposit. I understand and agree to the following terms and conditions:

1. Leave the area in a neat, clean and orderly manner at the conclusion of the activity; including clean up all garbage and trash, broken balloon pieces, and any other materials from the activity.
2. All garbage containers must be dumped into the City dumpster on the west side of the building, leaving all garbage cans empty.
3. There shall be no cooking on tables, freezing ice cream on the grass, dumping on or altering the turf in any way.
4. No tampering with sprinklers, fountains, circuit breakers, light plugs, or restroom fixtures.
5. Climb only on equipment designed for climbing. Use playground equipment as intended.
6. Do not remove sand from sand areas.
7. Do not use muddy ball field.

Other Amenities.

1. **If you are using the park beyond normal use, approval must be obtained.**
2. Rental of park will include use of any of the following upon request:

_____ Extra tables	Number: _____
_____ Extension cords	Number: _____
_____ Garden hose	Number: _____
_____ Volley Ball Court	
_____ Tennis Court	
_____ Basketball Nets	
_____ Baseball Diamond	

Booking and Cancellations

1. Unless otherwise approved, all events must end by 10 p.m.
2. A reservation may be cancelled and rebooked or a refund requested as follows:
*If the event is cancelled with no rebooking, within 3 days of the reserved time, 75% is refunded.
*If the event is cancelled and rebooked within 3 days, there is no penalty.

3. **List time you want to meet with Park Maintenance to get the rooms opened* _____
4. Contact the Parks Supervisor with any other concerns.

I have read and understand the PARK & SCOUT HOUSE RENTAL REQUEST AND AGREEMENT and agree to be personally responsible for any damage to the facilities utilized.

Date

Signature

Check in/Checkout: Donna Booth

Phone: 801-479-4595

Cell: 801-391-5715

Supervisor Parks: Gordon Cutler

Phone: 801-476-0356

City Maintenance: Jeff Holden

Phone: 801-388-3558

CLEANING DEPOSIT CHECKLIST

Name _____ Date _____ Time _____

Scout House _____ Kitchen / Concessions Stand _____ Park _____

To help keep rental fees low, those renting the center are responsible for cleaning it after use.

If not properly cleaned, then all or a portion of the cleaning/damage deposit will be retained to pay for the cleaning.

_____ Those renting the facility are required to bring their own cleaning supplies, rags, towel, and other appropriate items. A mop bucket and mop, broom, vacuum, trash bins and trash liners will be provided.

The following instructions apply to ALL persons or organizations that use the building:

- Meetings and activities shall end on time with sufficient time scheduled for clean up
- At the conclusion of the event, furniture and equipment must be returned to their original positions
- The City reserves the right to charge users for the cost to repair damage to the facility, furniture or equipment, or for any special cleaning of the facility beyond normal maintenance requirements.
- The cleaning staff will carefully inspect the premises after each use before securing the building.
- if, in the opinion of the cleaning staff, the building has not been properly cleaned, or if there has been damage to the building or its contents, or any items are missing from the building, he/she will report it to the City Recorder.
- It shall be the responsibility of the individual or group using the facility to clean up, including the appropriate receptacles.
- It shall be the responsibility of the individual or group using the building to clean up the area(s) used by them as follows:

_____ Discard all trash.

_____ Replace trash liners.

_____ Clean all tabletops and counters, refrigerator, stove and oven.

_____ Put away tables and chairs from the area.

_____ Wash fingerprints from the windows and doors.

_____ Floors must be swept.

_____ Floors must be mopped.

_____ Wash down counters in the kitchen (if used).

_____ Sink scoured and disposal cleaned.

_____ Vacuum the area, including entrance mats.

_____ Spot clean the carpet where necessary.

_____ Check restroom and parking lot for debris.

_____ Turn lights off.

_____ When leaving, lower the thermostat for heat, and/or raise the air conditioning thermostat.

CLEANING/DAMAGE DEPOSIT

The deposit shall be paid to the City and shall be refundable if the room or rooms are left in a clean and orderly condition and no damage has been done to any City property. See the cleanup for required cleaning items.

After the rental has been checked to determine if the room or rooms are left in a clean and orderly condition and no damage has been done to any City property, the following will happen with the deposit:

- If a check was used for the deposit it will be shredded.
- If a credit card was used it will be processed and refunded.
- If cash is paid, a check will be issued.

Allow two weeks for processing deposit refund.

I have read and understand the Uintah City Park & Scout House Rules and Regulations and will be responsible for the actions of this group. ***There will be no refund on your deposit if the check is not done.**

Signature of Renter

Checkout and Deposit Refund

_____ Clean and orderly condition, no damage has been done. Refund entire deposit.

_____ Hold deposit for cleaning fees to be applied; estimated cost \$_____.

_____ Hold deposit for damages; attach itemized invoices for repairs to be deducted from the deposit.

Date_____ Uintah City Personnel signature_____

I agree with the above finding:_____
Signature of Renter