CLEANING DEPOSIT CHECKLIST

Name_________________ Phone# __________ Rental Date _______ Time _______

SCOUT HOUSE _____ KITCHEN/CONCESSION STAND _____ PARK ______

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

**If not properly cleaned, than all or a portion of the cleaning/damage deposit will be retained for the cleaning**

____ Those renting the facility are required to provide their cleaning supplies, rags, towels 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 THAT USE THE BUILDING

• Meetings, activities and cleaning shall be completed no later than 10:00 PM
• At the conclusion, 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 any special cleaning of the facility beyond normal use.
• The cleaning supervisor will carefully inspect the premises after use before securing the building
• If, in the opinion of the cleaning supervisor, the building has not been properly cleaned, or if there has been damage to the building or its contents, or if 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 in garbage cans
____ Clean all tabletops, counters, refrigerator, stove and oven.
____ Put away tables and chairs from the area used.
____ Wash fingerprints from the windows and doors.
____ Floors must be swept.
____ If dirty, floors must be mopped.
____ Vacuum the carpeted areas, including entrance mats
____ Sink cleaned
____ Spot clean the carpet where necessary.
____ Check restrooms and parking lot for debris.
____ Clean cement floor under bowery.
CLEANING/DAMAGE DEPOSIT

The deposit shall be paid to the City and shall be refundable if the 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 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 used, a check will be issued.
Allow two weeks for processing deposit refund.

I have read and understand the Uintah Park & Scout Rules and Regulations and will be responsible for the actions of this group.

***THERE WILL BE NO REFUND ON YOUR DEPOSIT IF CHECKOUT IS NOT COMPLETED***

__________________________________________________________
Signature of Renter

CHECKOUT AND DEPOSIT REFUND

_________ Clean and orderly condition, no damage is noted. Refund entire deposit

_________ Hold deposit for cleaning fees to be applied: estimated cost $_________

_________ Hold deposit for damages: attach itemized invoices to be deducted from deposit.

Date________________ Uintah City Personnel signature_____________________________

I agree with the above finding_______________________________________________
Signature of Renter

F: Park & Scouthouse Reservation & Deposit Checklist Form
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/Concession________ 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

Today’s Date________ Rental Fee________ Check & Receipt #____________
*Deposit Fee________ *Deposit Check#____________

*NO REFUND ON DEPOSIT IF CHECKOUT IS NOT COMPLETED*

******NOTE******

SCOUT HOUSE AND RESTROOMS ARE NOT OPENED UNTIL SOMEONE
FROM YOUR PARTY ARRIVES. IF ARRIVAL TIME IS DIFFERENT THAN
RENTAL TIME LISTED ABOVE, PLEASE CONTACT RENTAL
SUPERVISOR TO MAKE ARRANGEMENTS. (NUMBER LISTED BELOW)

Rules and Regulations

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

a. Alcoholic Beverages of any kind
b. Smoking within 50 ft. of park areas
c. Any motorized vehicle of any kind
d. No animals of any kind
e. Bicycles
f. Skateboarding
g. Rollerblading
h. Golfing
i. Bounce Houses
RENTERS OBLIGATIONS:
As the person responsible for the above noted group, I agree to be responsible for the group’s compliance with the 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 (in Scout House & Bowery) and any other materials from the activity.
2. There shall be no cooking on tables, freezing ice cream on the grass, dumping on or altering the turf in any way.
3. No tampering with sprinklers, fountains, circuit breakers, light plugs or restroom fixtures.
4. Climb only on equipment designed for climbing. Use playground equipment as intended.
5. Do not remove sand from the play areas.
6. Do not use ball field if muddy.

OTHER AMENITIES:
1. **If you are using the park beyond normal use, approval must be obtained.**
2. Rental of park will include the use of any of the following upon request:
   - Extra Tables
   - Number ______
   - Extension Cord

Booking and Cancellations:
1. **All events (including cleaning) must end by 10 p.m.**
2. If a reservation 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. Contact the rental supervisor with any other park/scout house needs.

I have read and understand the PARKS & SCOUT HOUSE RENTAL REQUEST AND AGREEMENT And understand that I am personally responsible for any damages to the facilities utilized.

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Rental Supervisor: Donna Boothe  Phone: 801-479-4594  Cell: 801-391-5715
Parks Supervisor: Dave Boothe  Phone: 801-479-4595
City Maintaince: Jeff Holden  Phone: 801-388-3558

**F: Park & Rec/Park Reservation & Deposit Checklist Forms**