

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

**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 | f. Skateboarding |
| b. Smoking within 50 ft. of park areas | g. Rollerblading |
| c. Any motorized vehicle of any kind | h. Golfing |
| d. No animals of any kind | i. Bounce Houses |
| e. Bicycles | |

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.

_____ Date

_____ Signature

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