



## Community Center Rental Agreement Riverdale City

### General

- The renter of the facility shall be at least 18 years of age.
- Ordinances and rulings of Riverdale City Corporation (hereafter referred to as the City) as to the occupancy capacity, use, and other safety factors shall be observed at all times.
- The facility shall not be used for sales, or promotional purposes, or for monetary or pecuniary gain of any form or nature whatsoever.
- Any sound system, video, music, etc. shall be kept at a low volume so as not to disturb others using the facility and/or neighboring residents.
- Renter shall be present during the period of the reservation from set-up through clean-up.
- Renter shall be responsible to check out of the facility with the Community Center staff to become eligible for refund of the security deposit.
- If the renter is not present for the entire period of the reservation, the renter will be charged the non-resident fee.
- If the facility is not left clean, the renter will be assessed a \$40.00 per hour cleaning fee.
- **Failure to comply with any of the terms of the Rental Agreement shall cause the individual and/or group to forfeit the privilege to reserve the facility for one year.**

### Rental Fees

Rental fees for the facility shall be assessed as specified in the User Fee Schedule (Attachment A).

- Renter shall sign the rental agreement and pay the rental fees in full to confirm the reservation date and time.
- Picture identification and proof of Riverdale residency shall be furnished by the renter.
- No fees shall be pro-rated for a portion of an hour.
- Requests to be considered for civic group status must be submitted to the City Administrator or the Business Administrator for approval. Non-profit groups are those defined and granted such status by the Internal Revenue Service.
- Charges, if any, for use of the facility by other governmental agencies will be determined on a case-by-case basis by the City Administrator or the Business Administrator.

### Security Deposits

- The purpose of the security deposit is to ensure proper clean-up and care of the facility. If the facility is left dirty and/or damaged by the renter, the City shall retain part or all of the deposit.
- The security deposit must be made with the Community Center staff prior to the start of the activity.
- If costs to clean and/or repair the facility exceed the amount of the deposit, the renter shall be responsible for additional costs. If the renter fails to pay the additional costs, as requested by the City staff, the renter shall be responsible for all collection costs and/or attorney's fees.

- If a renter makes several reservations, i.e., monthly, one deposit check may be tendered by the renter and held by the City for six months. Such deposit checks shall be renewed every six months.
- Deposit for all uses: minimum \$100, or as determined by the Business Administrator, based on use.

**Cancellations and Refunds**

- Cancellation of a reservation must be given by the renter at least 48 hours in advance of the reservation to become eligible for a full or partial refund of the rental fee, or the fee will be forfeited.
- Rental fees are deemed to have been earned by the City when a rental confirmation is provided to the renter (and the facility is thereby rendered unavailable for other reservations) according to the following refund schedule:

Notice of Cancellation	Percentage of Refund of Rental Fee
30 calendar days or more	100% (Less administrative fee of the greater of \$10 or 10%)
20 - 29 calendar days	75% (Less administrative fee)
10 - 19 calendar days	50% (Less administrative fee)
2 - 10 calendar days	25% (Less administrative fee)
Less than 2 calendar days	0%

**Food and Drink**

- No alcoholic beverages or tobacco are permitted on City property. (Utah Code §32A-12-220 and §76-10-106)
- Use of the kitchen by the renter shall be for food serving only. Incidental use of the stove, oven, refrigerator, and/or freezer shall be permitted only to maintain temperature of foods and beverages to be served during the event.
- The renter shall be responsible to provide dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the City.

**Set-up and Clean-up**

- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.
- No decorations will be permitted which are taped, tacked, stapled, nailed, or otherwise fastened to the walls, ceilings, doors, or floors of the facility.
- If paper is used to cover tables, the renter shall be responsible to remove all tape from the tables. No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables.
- Rental of the facility includes the use of tables and chairs as noted in the rental agreement.

- No other equipment shall be provided by the City, such as sound system, television, videocassette recorder, overhead projector, etc.
- Renter must pay for all time spent in the building this includes set up and clean up time.
- Renter is responsible for set-up and clean-up for the event. This shall include, but is not limited to:
  - cleaning floors
  - emptying trash to appropriate trash dumpsters
  - wiping off tables and chairs, kitchen counters, sinks, etc.
- The City shall provide the following cleaning equipment and supplies:

vacuum cleaner	broom and dust pan
mop and bucket	trash bags
all purpose cleaner and floor cleaner	
- Renter is responsible to leave the parking lot free of trash and debris from the event, such as rice, seed, or vehicle decorations from weddings.

