

River Heights City
520 South 500 East
435-752-2646

Old School Gymnasium Use Policy/Application

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (75 max)

*Must be at least 21 years old, a resident of River Heights or employee of the city and be present during the entire rental time.

** The gym is NOT available for rent on Thanksgiving, December 24, 25, 31 or January 1.

*** The gym is available to rent between 8:00am and 10:00pm. 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 use of the Old School Gymnasium. **This reservation includes use of the gym and restrooms only.** There is no kitchen in the building. Access to other portions of the building is not permitted and could result in loss of deposit. **Parking** is available on the south side of the building and across the street to the west.

Deposits, Fees, and Cancellations

- Facility use is for River Heights residents or city employees.
- All fees must be paid prior to reservation being made.
- 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 refundable portion of the deposit will be returned within 10 days after the inspection verifies that no facility 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 deposit for any violation of this rental agreement or for any costs incurred to the city.
- A \$30 fee will be charged to the deposit if the keycard is not returned within 7 days of the event. It can be dropped in the dropbox.
- 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 facility by the time specified on this form may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (card payments only):

Use Fee:	\$100/5 hours
	\$25/each additional hour
Deposit:	\$250

Fees may be waived contingent upon City Council approval for non-profit organizations and local government uses. For example, forums regarding River Heights City government and town halls with legislature representatives. NOTE: Council approval of fee waiver may take up to three weeks.

Facility Use

- Pick up keycard during office hours, prior to your event. Please notify the city before you plan to come.
- Reservation is for gymnasium and restrooms only. Other portions of the building are off limits.
- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around City property.
- Smoking is not permitted on City property.
- Maximum Occupancy is 75 people.
- Organizations using the facility must only use those areas for which pre-approval has been granted.
- Decorations shall not cause any excessive damage to the room.
- Organizations are responsible for leaving the facility as clean and organized as when they found it.
- A vacuum, broom, mop, and minimal cleaning supplies will be provided.
- Children are welcome at the facility but must be under the direct supervision of responsible adults at all times.
- Trash must be disposed of and can be placed in the dumpster east of the school building. Extra garbage liners will be provided at the bottom of the cans.

Lost or Stolen Property

- The City of River Heights will not be responsible for the loss or damage of equipment, personal belongings, or other items owned or used by the organization using the facility.
- Items left for more than 60 days will be utilized or discarded as deemed proper by city staff.

IN THE EVENT OF A FACILITY ISSUE CALL CLAYTEN NELSON AT 435-213-6948.

I have read and agree to the terms and conditions listed in this policy. Failure to abide by this agreement will result in the loss of reserving privileges for city facilities in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted inside the Old School. I agree to pay for damages that occur to the facility, including costs exceeding the amount of the deposit.

I have received a copy of the Gymnasium Renting Guidelines.

Signature	Date	Staff Initials
-----------	------	----------------

Office Use Only

Rent Paid: _____ Date: _____

Deposit Paid: _____

TOTAL _____

Deposit Refund Amount: _____ Date: _____