

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

office@riverheights.gov

City Building **Basement** Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (40 max)

* Must be at least 21 years old, a resident of River Heights, be present during the entire rental time, and will be held responsible for any damages caused by their guests during the event.

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

*** The building is available to rent between 8:00am and 9:30pm.

Deposits, Fees, and Cancellations

- Building use is for River Heights' residents wishing to use the building for personal events, such as family gatherings or social activities. Majority of attendees should be River Heights residents.
*Non-profit groups must have some affiliation to River Heights.
- A credit card deposit and rental fee will be required to make a reservation.
- A cancellation of less than 3 days before reservation may result in a forfeit of the rental fee. The deposit is still refundable.
- **A key card will be available for pick up during office hours up to 3 days prior to the reservation, and shall be returned to the city dropbox immediately following the event.**
- The deposit may be returned within 10 days, after an inspection verifies that no building or property damage has occurred, ~~that~~ no City property is missing, **the key card has been returned**, there has been no violation of the rental agreement rules, and the facility is left clean and in an orderly condition. River Heights City reserves the right to withhold all or part of the cleaning deposit for any violation of this rental agreement or for any costs incurred to the city.
- Any damage or cleaning costs over the deposit amount will incur additional charges.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the building or facility at the designated time may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (credit card only):

Deposit:	\$200
Building Use Fee:	\$ 100 (first 3 hours)
Additional Hours:	\$ 30 per hour

