

Mapleton City Community Center Rental Agreement

General

- The renter of the facility shall be at least 21 years of age
- Ordinances and rulings of Mapleton City Corporation (hereafter referred to as the City) as to the occupancy, capacity, use, and other safety factors shall be observed at all times.
- 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.
- 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 and may result in immediate removal from the premises and forfeiture of the deposit.
- Renter must be present during the period of the reservation from set-up through clean-up and shall be responsible for check out of the facility to become eligible for the refund of the security deposit.

Rental Fees

Rental fees for the facility shall be assessed by specified in the User Fee Schedule.

- 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 Mapleton residency shall be furnished by the renter.
- No fees shall be pro-rated for a portion of an hour.
- Charges, if any, for use of the facility by governmental agencies will be determined on a case-by-case basis by the City 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 of all of the deposit.
- The security deposit must be paid to the City at the time rental fees are paid.
- If costs to clean and/or repair the facility exceed the amount of the security 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 the renter makes several reservations, i.e., monthly, one security deposit check may be tendered by the renter and held by the City for six months. Such security deposit checks shall be renewed every six months.

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 fees)
10-19 calendar days	50% (Less administrative fees)
2-19 calendar days	25% (Less administrative fees)
Less than 2 calendar days	0%

- Monday thru Thursday

	<u>Resident</u>	<u>Non-Resident</u>
9 am – 12 pm	\$200.00	\$400.00
1 pm – 4 pm	\$200.00	\$400.00
5 pm – 11 pm	\$300.00	\$600.00

- Friday and Saturday

	<u>Resident</u>	<u>Non-Resident</u>
9 am – 12 pm	\$300.00	\$600.00
1 pm – 4 pm	\$300.00	\$600.00
5 pm – 11 pm	\$400.00	\$800.00

- Each additional hour ----- \$75.00 per hour
- Piano use----- \$25.00

Food and Drink

- **NO ALCOHOLIC BEVERAGE, DRUGS OR TOBACCO OR FIREARMS ARE PERMITTED IN THE FACILITY** (Utah Code 32A-12-220 and 76-10-106)
- Use of the kitchen by the renter shall be for food reheating and serving only. Incidental use of the stove, oven, refrigerator, and/or freezer shall be permitted only to maintain temperature of pre-cooked 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

- The facility will be open and closed for you by a city employee (call the Parks and Recreation department at **380-1158**, if help is needed)
- Base rental fees include the set-up & clean-up time for the reception room.
- 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 include 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.
- The piano shall not be moved from its original place in the room.
- **Renter is responsible for set-up and clean-up for the event.** This shall include, but is not limited to: setting up tables and chairs, 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, seeds, or vehicle decorations from weddings.

Mapleton City Community Center Rental Agreement

Renter Information:

Name (Renter) _____

Group/Organization (if applicable) _____

Address of Renter _____

Home Phone _____ Alternate Phone _____

Event Information:

Event Date _____ Day of Week _____

Rental Time from _____ am/pm to _____ am/pm

FEES:

Rental Fee _____ Security Deposit _____ Date Paid _____ Receipt # _____

Security Deposit Shred YES _____ Pickup _____

If you choose to pick up your deposit check – it must be picked up from Mapleton City Offices within 10 days or the deposit check will be shredded

Piano Rental _____ Date Paid _____ Receipt # _____ Employee _____

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the Mapleton City Rental Agreement. I agree to be present and responsible during the event. Further, I accept responsibility for damages caused to the building, equipment, furnishings, and surrounding area.

I understand and agree that neither Mapleton City nor any of its employees shall incur any liability for any injury to persons or damage to property experienced by the use of this facility. I further agree that the city shall be held harmless from any and all liability arising out of the renter's use of the Community Center or other City facilities.

I agree that violation of any of the terms of this agreement **INCLUDING VIOLATION OF ALCOHOL**, may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my deposit.

Signature of Renter _____ Date _____

For Staff Use Only

Renter deposit is approved for refund after satisfactory inspection by the City Staff

Employee Signature _____ Return Deposit? YES _____ NO _____

Check # shredded _____ Date Shredded _____ Employee Initials _____

Check # picked up _____ Date picked up _____ Signature _____

