

**CASTLE VALLEY COMMUNITY CENTER EVENT RENTAL/USE  
AGREEMENT**

**Contact Person:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone(s):** \_\_\_\_\_ **email:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Booking Fee:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Gave Door Key (Combo):** Y / N

<u>Room</u>	<u>Date</u>	<u>Time(s)</u>	<u># Hours</u>	<u>Rental Fee</u>
_____	_____	_____	_____	_____

**Center Equipment/Furniture Needed and Rates (tables, chairs, etc.)**

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**Other fees, charges or special requests (please list):**

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<u>For:</u>	<u>Amount Paid:</u>	<u>Due Date:</u>	<u>Check No.</u>
_____	_____	_____	_____

<u>Final Payment:</u>	<u>Due Date:</u>	<u>Date Paid/Check No.</u>
_____	_____	_____

**Deposit Returned:** (Y / N) **When:** \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF CASTLE VALLEY.**

Remit in person to 2 Castle Valley Drive or mail to The Town of Castle Valley, HC-64, Box 2705, Castle Valley, Utah 84532.

Signed (Renter): \_\_\_\_\_ DATE: \_\_\_\_\_

Town Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE REFER TO ATTACHMENT A FOR RENTAL AND USE REGULATIONS.

For further information, please call the Community Center at 259-9828.

**ATTACHMENT A**  
**CASTLE VALLEY COMMUNITY CENTER RENTAL/USE AGREEMENT**

Castle Valley Community Center Rental Agreement is non-transferable and is only valid for the rooms, times and event(s) specified in the rental contract. Renter/User agrees to comply with all guidelines and policies as set forth in the agreement. If there are any changes to this agreement, the Town of Castle Valley reserves the right to require a new agreement to be approved by the Town/or its appointed representative and the renter/user. The Castle Valley Community Center is hereafter referred to as the "Center".

**RENTAL RATES/PAYMENT/OTHER FEES**

1. Booking fee: rentals require a non-refundable booking fee of \$20, paid in advance. This booking fee applies to all renters/users of the Center or exterior use of the Town grounds. This one time fee will be paid by all on going renters/users.
2. The rental payment is due in full 14 days before the scheduled event date or at the time of the reservation, whichever come last. Checks are made payable to the Town of Castle Valley. On going renters/users must pay their rent on the first day of each month.
3. Rental time includes setup and cleanup. Rental time is booked in 1/2 hour increments with a one-hour minimum. Rental times start on the hour or half-hour. Renters/users are responsible for setup and break down.
4. Rates are as follows: Everything is subject to availability, with priority given to Town needs.

Small conference room	\$5.00 per hour
Large meeting room	\$10.00 per hour
Exterior grounds w/access to bldg restrooms	\$5.00 per hour
Furniture/equipment (chairs, tables, BBQ, etc)	No Charge – must remain on site
Storage of equipment for an event (no more than 2 days prior to event)	No Charge
Equipment left after an event and not picked up 2 days after event, unless prior arrangements have been made.	\$10 per day
5. Cleanup fees and damage deposits: For regular/on going users there is no cleanup or damage deposit; however, renters/users must leave rooms/or areas in at least as good of condition as they found them. For non regular/on going renters/users there is a refundable \$45.00 cleanup/damage deposit paid at time of reservation. This deposit will be refunded if rooms/or areas are left in at least as good condition as they found them.
6. All fees, including booking fees, may be waived for non-profit and charity events. The Mayor may waive any fees for any event.
7. Refunds: No refund will be given if cancellation is less than 4 days prior to the use. There are no refunds for a portion of a time slot not used.
8. Cancellation of agreement: The Center reserves the right to discontinue any rental contract if the activity proves disruptive to neighbors or concurrent users. The agreement can also be cancelled if the renter/user does not adhere to the terms of the contract.

## **LIABILITY/LICENSES/ADVERTISING/TICKET SALES**

1. If the Center is destroyed or damaged by fire, extreme weather event or any other situation out of the Center's control, this agreement will be null and void and renter/user will receive a full refund. However, the Center will not be responsible of any incidental or consequential losses resulting from the cancellation of this agreement.
2. Each renter/user is required to use the building & grounds responsibly and adhere to fire, safety and health codes, including maximum occupancy regulations.
3. The Town/Center assumes no liability for loss, theft, property damage or personal injury related to the use of Town property by renter/user. Renter/user will be held responsible for payment of any and all damages to the building, furnishings, fixtures or equipment, whether caused by the renter/user or any members of the rental party.
4. Renters/users are responsible for advertising, ticket taking, and fee collection of their own events.
5. An individual business license may be required for renting space at the Center. Renter/user should check with the Town Clerk and comply with any town licensing requirements.

## **POLICIES/CODE OF CONDUCT/MULTI-USE**

1. Multi-use: The Center is a public facility, with simultaneous users. Renters should assume there is a group before and after them, and concurrent events. Renters/users are required to ensure that attendees minimize noise, remain in the rooms rented, clean up space after use, and are courteous to other renters/users. The signer of the rental agreement is responsible for the attendees of their event.
2. Children: Children must remain supervised at all time and in the rented rooms throughout the event.
3. Storage: No apparatus, furniture or equipment other than what was disclosed in the rental contract is to be moved into the Center without prior approval from the Center. These items must be properly removed after use. The Center may consider request of exceptions or special circumstances. No furniture from the inside of the building can be moved outside without prior approval from the Center.
4. Event Plan: The renter/user is required to furnish in writing at the time of the reservation any information pertinent to the event to Center to determine space arrangements, special services, and equipment necessary to the staging and proper management of the event.
5. Set up: The set up of chairs, table, etc is the responsibility of the renter/user with the help of the Center. Doors and hallways may not be blocked at any time. If the Center asks that something be moved, renter/user must comply with the request.
6. Noise: Please do not leave doors or window open during loud events. The sound can easily carry to neighbors or other renters/users of the Center. All events end at 10pm unless otherwise indicated in the application and has been approved by the Center.

7. Parking: Do not block any driveways, the Fire Department shares the Town property and they may need to use the driveway during an event.
8. Alcohol: No alcohol is to be served or consumed on the Town property, which includes the Center and the exterior grounds.
9. Food: The Center does not have a kitchen area for serving or preparing food. Food may be served with agreement from the Center at the time of the reservation. Food may be served outside on the grounds at any time. Care should be taken with clean up after an event that has served food.
10. Lock up: Renters/users must close and lock all windows, close and lock fire doors and front door at the end of their day's event and verify that all cleaning obligations have been fulfilled.
11. Other facilities: There will be no charge, nor need for a rental agreement, for persons using the ground's recreational facilities, i.e. pavilion for a picnic, basketball court, or any other private use of the Towns property as one would use a public park.

The Center will permit access upon execution of a contract with full and specific disclosures and payment of rental fees as specified in rental agreement.

I agree to the above terms for renting/using the Town Community Center. I understand that if these terms are not followed, the Center reserves the right to refuse rental/use to me and/or my organization in the future and can cancel the current rental agreement with no refund.

Renter/User Signature \_\_\_\_\_ Date \_\_\_\_\_