

920 EAST WENDOVER BLVD,
P.O. BOX 430
WENDOVER, UT 84083



PHONE: (435) 665-7771
FAX: (435) 665-2523
WWW.WENDOVERCITYUTAH.COM

COMMUNITY BUILDING RENTAL FORM

112 South Moriah Avenue Wendover, Utah 84083

All applications require approval of the City Council prior to event date.

Name: _____

Organization Name: _____

Mailing Address: _____

City

State

Zip

Phone: _____ **Other:** _____

Requested Date(s): _____ **Time(s):** _____

Proposed use of building: _____

Will you be cooking food? Yes No **Number of seats needed** _____

Total No. of hours needed: _____ **Rental Fee:** _____
(\$50.00 per hour)

Required Deposit: \$200.00 **Refunded Amount:** _____
Date

Additional requests (tables, chairs, etc.) _____

Additional Comments _____

By signing below, applicant hereby requests the privilege of using the Wendover Senior Center/Community Building at the above specified time(s). The applicant agrees that he/she, family or organization will abide by and be subject to the terms and conditions of agreement stated on the attached page.

Customer Signature

Date

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WENDOVER COMMUNITY CENTER RENTAL AGREEMENT TERMS & CONDITIONS

The signed applicant agrees that he/she, family or organization will abide by and be subject to the following:

TERMS & CONDITIONS

1. Applicant and/or family or organization is responsible for all damage or loss that are incurred in the Wendover Community Center or on Center properties during the applicant's use thereof.
2. Applicant is responsible for the cleaning and removal of all debris and garbage from inside and outside of Center property. Including sweeping and mopping. Satisfaction is based on pre-inspection before rental use and the conclusion of rental activity.
3. A staff member will conduct a pre-inspection as well as a final inspection with applicant. If applicant is unavailable to participate in the inspections he or she will automatically agree to the results of said inspections.
4. The applicant will be responsible for discipline and reasonable/prudent use of building and furnishings.
5. The key is to be signed in and out by the applicant
6. Applicant is responsible for all that enter the building during the time of their activity.
7. **The use of all tobacco and alcoholic beverages, firearms and fireworks are prohibited on premises. IN THE EVENT THAT THIS CONDITION IS VIOLATED, YOU WILL BE SUBJECT TO A \$500.00 FINE AND LOSE PRIVILEGE TO RENT THE BUILDING FOR 2 YEARS.**
8. **Any outdoor equipment including bouncy houses are prohibited.**
9. **Permission to use the Center includes the use of tables and chairs. Table and chair set-up and take down will be done by Wendover City. Please contact Wendover City at the above information in regard to how many tables and chairs you will need.**
10. The Center will not be responsible for loss or damage of equipment, artwork, personal belongings or other items owned by Applicant, Organization or individuals using the Center.
11. The Center will not provide storage for the property of Applicant, Organizations or Individuals using the Center.
12. Our Center is in Compliance with City Fire Codes meeting the room capacities, aisle space and other related matters.

13. All decorations in the Center will be left in place as is. **No decorations are to be attached to the walls.**
14. The Center reserves the right to cancel use of the building or substitute facilities. Notice will be given to the applicant at least 24 hours in advance.

CHARGES

1. The applicants deposit will be returned within five (5) working days, in the event that the facility is clean and damages does not occur. Damage to the building or contents over the deposit amount will be billed to the Applicant and/or Organization.
2. A \$50.00 fee per hour is charged for the Rental of the building. Time will be based upon sign-out and sign-in of key, caterers, decorators and other functions of the event, billable in whole hours. Applicants will be charged from the time the key is signed out for the building rental to the time it was sign back in.
3. A \$35.00 an hour fee will also be charged to cover fee of staff member. If a staff member has to clean the building after use or repair any damages or if a staff member will open for catering and decorating times and open and close for the event. Staff will not do the policing of the Center, that is the responsibility of the Applicant and/or Organization. A staff member will lock and secure the building.
4. All Center Board activities are exempt from charges.
5. City and County functions, if scheduled, will have first priority at no charge.

The signed applicant agrees that he/she, family or organization will abide by all terms and conditions following rental or Wendover City Community Building.

Signature

Date