

CITY OF PARK CITY
RENTAL AGREEMENT RULES & REGULATIONS
SENIOR CENTER, LIONS CLUB BUILDING, BELL'S TAVERN PAVILION

GENERAL USE POLICY

The Park City Rental facilities are available for rental to individuals, clubs, and community groups. The facilities may be used for private parties, weddings, showers, receptions, reunions, workshops, conferences, training, and other such like events. Events such as, but not limited to use for purpose of profit and games of chance are prohibited. The Mayor shall have final say of approval on any event that may be in question.

All rental fees must be paid prior to the scheduled event but no longer than 10 days prior to the event. All forms must be signed at this time, and a key will be issued once payment has been accepted. An inspection of the facility to determine if the facility is clean and that no damage or abuse has occurred will be done by a city official.

Lack of cleaning, and or damage, may lead to the USER being banned from further rentals.

No one under the age of 18 years of age may rent any of the city facilities.

Kitchen facilities may be used for refreshment preparation only, no meal preparation is allowed. Use of the oven, microwave, refrigerator, and coffee pot is allowed. Utensils, plates, cups, coffee, condiments, are not provided, and will need to be provided by the user of the facility. Any items found in the facilities refrigerator or cabinets are not for general use.

All events / activities must be completed by 1100 PM.

There is NO SMOKING in the Senior Center or Lions Club Building.

Possession of alcoholic beverages is strictly prohibited on the premises. The presence of alcoholic beverages or illegal drugs on the premises shall be a violation of the rental agreement and will result in immediate eviction from the premises. In addition, any person found to be in violation of this provision may be subject to criminal prosecution as applicable as the City retains the right at all times to search the premises for the presence of alcoholic beverages or illegal drugs. The Mayor, City Maintenance, Sheriff's Department, and City Code Enforcement Officer have free access to the premises during the term of the rental.

Loud and or obscene language or noise audible from outside of the building will not be tolerated.

The USER understands that if damage repairs or extra cleaning is required, as determined by the City, the USER is responsible for paying those additional charges.

The USER of the City Facilities shall indemnify, defend and hold harmless the City of Park City, its agents and employees from and against all claims, damages, losses, and expenses, including attorney fees. The USER understands that the City assumes no risk. The USER releases the owner of any and all liability for damages, injury, or loss to any person, goods, or machines from any cause whatsoever.

GENERAL RULES & REGULATIONS

No items, including tables, chairs, picnic tables, or other items are to be removed from the building or used outside the structure.

Children are to be supervised at all times.

No passenger vehicles are to be driven within the Park other than the established driveways or parking lots. No vehicles are allowed on the walking trail or Pavilion floor area. Limited allowances may be requested from city officials.

No items are to be attached to the walls, ceiling, floors, or other fixtures. No items are to be removed from the walls of the facilities. ONLY table decorations will be allowed. Items may be suspended for decorating at the Pavilion with approval from City officials.

No water activities are permitted at any City facility.

Thermostats may be adjusted during the rental event. Users of the Lions Club Building are asked to place the thermostat to 60 degrees for heat, and turn the air conditioning off upon leaving.

All doors and windows are to be kept closed during the rental event.

Upon leaving the building, assure that all doors are locked, and all lights are turned off in the building including the restrooms.

No Pets are allowed in the buildings unless for medical reasons or disability.

CLEANING POLICY

USERS are responsible for leaving the building and shelter clean. Cleaning items, including a broom, mop, and other items are in the janitor's closet. All floors are to be dust mopped, and wet mopped as needed. All tables and chairs are to be taken down and returned to where they were located. Tables are to be wiped clean before taken down. Kitchen counters and appliances are to be wiped clean. All trash must be secured in the plastic bags, and put in the trash cans located outside. Garbage can liners are located in the janitor's closet.

IN CASE OF AN EMERGENCY CALL 911
SENIOR CENTER PICK UP THE RED PHONE AND STAY ON THE LINE