

ROY CITY RECREATION

MULTI PURPOSE ROOM

RENTAL POLICY

The multipurpose room is available for groups and organizations to use during designated hours. We are glad to provide this service to Roy City residents as well as Non-Residents. The City may deny use to the facility to any applicant. Any use denial may be appealed to the City Manager.

1. When the Facility can be rented:

- A Reservations will begin the first full working day in January.
- B Facility may be rented for any calendar day throughout the current year but no less than two weeks in advance, as available, based on first come first serve basis.
- C Rental times will be 8:00am - 11:00 pm. (Any exceptions to this policy must be approved by the Recreation Director and may have additional costs added.)
- D The city may exempt the fee for any groups which are committees or activities directly sponsored by Roy City.
- E A \$5.00 cancellation fee will be charged if party cancels.

2. What may be rented:

- A The only areas which shall be used pursuant to this application are the multipurpose room, kitchen and restroom facilities. The applicant shall prevent persons from entering the other parts of the building.
- B The users and/or responsible party is responsible for any damage to the building and/or equipment. (See Number 5 A- D)

3. Process for renting facility:

- A For information call the recreation office (774-1048) to inquire about any available dates. The room will **not** be reserved over the phone.
- B To reserve the room you must:
 - Come to Recreation office at 2626 W. 5525 So.
 - Complete the application form
 - Attach a copy of renters drivers license
 - Payment of hourly rate and deposit is required at time of registration
 - * **Must be paid with cash or cashiers check**
 - Application must be approved by recreation department

4. Fee Policy:

- A **Fee must be paid at time of registration with cash or cashiers checks only!**
- B Roy Resident:
\$250.00 deposit and \$40/ hour effective July 1st. Prior to Fee is \$20.00
- C Non-Resident:
\$250.00 deposit and \$50/ hour effective July 1st. Prior to Fee is \$40.00
- D The facility is available on a full hourly basis without proration.
- E Before the deposit is returned, an inspection of the facility will be made. If damage has occurred the amount will be deducted from the deposit or if the amount for repairs exceeds the deposit the deposit will be forfeited by the group.
- F If the deposit doesn't cover the cost of repairs, additional costs may be added.

5. Deposit:

- A The \$250.00 deposit & hourly rate has to be paid in order to reserve the facility.
Funds must be paid with cash or cashiers check only!
- B **To get a full deposit returned:**
- The room has to be checked by a member of the recreation office personal. See (check List)
 - There is no damage to the room and/or equipment.
 - The facility shall be cleaned and arranged in the same condition as when the renter received the facility.
 - Renter must vacuum the multipurpose room..
 - Renter must clean the kitchen if used.
 - Renter must return key to the Roy City Recreation Office if they are issued one. See. #6 E.
- C Once a Roy City employee has assessed the room and no damages have been found and the key is returned, if applicable, the deposit will be returned in full. Refund may take up to 14 business days provided there are no damages.
- D If there is any damage, a determination will be made for the cost of repairs. If the damage amount is less than deposit then the cost will be taken out of the deposit. The remaining balance will be returned to the renter. If the damage exceeds the deposit then affirmative actions will be taken by the city of Roy to collect the costs from the renter. The renter is identified by whomever signs the application and they will be the responsible party. If the deposit has to be held for any reason the renter may lose future right to reservations.

6. Rules

- A **No alcoholic or Tobacco substances will be permitted on the premise.**
- B Smoking is not permitted within the Recreation building.
- C The group must have the facility cleaned and ready to close by their allotted time. If additional time is used an additional hours rate will be deducted from the deposit.
- D Minors, under the age of 18 years old will not be allowed to use the facility without adult supervision.
- E One responsible person representing applicants must obtain a key from the Roy City Parks and Recreation office to rent the multipurpose room. The said person shall be responsible for locking the facility and returning the key to the Roy City Parks and Recreation Office at a scheduled time. In the event the key is lost or not returned to the Roy City Parks and Recreation Office immediately after the use period, the City may assess the applicant and/or responsible person the reasonable cost of replacing the lock and obtaining new keys for the lock, or such other lesser sum as is necessary to insure the new key will be obtained and security in the building may be maintained. If the room is to be used on a weekend or holiday when the Recreation Office is closed, pick up the key the Friday before use of the facility.

**ROY CITY RECREATION
MULTI PURPOSE ROOM
APPLICATION**

(Please Print)

Name of responsible party renting Multipurpose Room: _____

_____ Address _____ City/State _____ Zip

_____ Circle One: Resident Non-Res.

Phone- Home _____ Work or Cell _____

Organization/Group using Facility: _____

Date Reserved: _____ How many people _____

Time: _____ to _____

The applicant is solely responsible for the orderly behavior of all participants and is liable for any and all accidents or injuries to persons or property resulting from use of the facility. He or she shall also underwrite any damages, over and above the rental fee and deposit, to the building or equipment or loss of said equipment which may result from the group's use of the facility. In the event of failure to pay for services the applicant shall pay any and all collection cost, and attorney fees including 18% interest for the failure to pay for services. The city exercises the right to discontinue services at its election.

_____ Applicant Signature _____ Date

In consideration of the acceptance of my application for the rental of the multipurpose room, I hereby waive, release, and discharge any and all claims for damages or personal injury, property damages or death which may hereafter occur to me as a result of participation in said event. This release is intended to discharge in advance the city of Roy, its officials, officers, employees, volunteers and agents for liability, even though the liability may arise out of negligence on the part of the persons for entitles mentioned above. It is further understood and agreed that this waiver release and assumption of risk is to be binding on my heirs and assignees. I, the undersigned, representing myself and the above named organization/group do hereby agree to be bound by and comply with all of the terms and conditions, I have read listed on the Roy City Recreation Multipurpose room policy.

_____ Applicant Signature _____ Date

-----**For Recreation Office Only**-----

Date: _____

Deposit Amount: \$250.00

Total Hours Used: _____ @ \$ 40.00 / hr.

Hourly Rate

Paid: _____

Or
\$ 50.00 / hr.

Check one: _____ Cashier Check _____ Cash

Total

Paid: _____

Check one: _____ Cashier Check _____ Cash _____ Receipt #

Initial: _____

Total Amount of Deposit Returned: _____ Date: _____

Initial: _____

* If there were any damages or fees assessed to the renter please list them here: _____
(Attach any Bids)

Great Room Check out form

<u>Items</u>	<u>Pass</u>	<u>Fail</u>	<u>Comments</u>
1. General Condition	_____	_____	_____
2. Carpet (vacuumed)	_____	_____	_____
3. Carpet (Any Stains)	_____	_____	_____
4. Condition of walls	_____	_____	_____
5. Condition of Kitchen	_____	_____	_____
6. Garbage Removed	_____	_____	_____
7. Pool table (Felt and Wood)	_____	_____	_____
8. Pool balls	_____	_____	_____
9. Nintendo (Cords and Paddles)	_____	_____	_____
10. Nintendo (Games)	_____	_____	_____
11. Pool cues	_____	_____	_____
12. Shuffle board Table & disks	_____	_____	_____
13. Ping Pong (nets, balls & paddles	_____	_____	_____
14. Windows shut	_____	_____	_____
15. Kitchen appliances turned off	_____	_____	_____
16. Tables put up & cleaned	_____	_____	_____
17. Chairs put up & cleaned	_____	_____	_____
18. Refrigerator (no things left)	_____	_____	_____
19. Arrive and leave on time	_____	_____	_____
20. Exterior and Grounds	_____	_____	_____

Recreation employee doing the checklist _____

Should any of the deposit be kept _____

If so How much. _____

Who was the deposit given to _____ what was the date of the deposit _____

Cash _____ or Check _____

