

920 WENDOVER BLVD, PO BOX 430
WENDOVER, UT 84083



PHONE: (435) 665-7030
FAX: (435) 665-2523

COMMUNITY BUILDING RENTAL FORM

112 South Moriah Avenue Wendover, Utah 84083

Name: _____

Organization Name: _____

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: _____

\$32/hr for 1st and last hour,
\$25 in between)

Required Deposit: \$200.00 Refunded Amount: _____

Date

Request to Waive Rental Fee

Any applicant may appear before the Wendover City Council to request waiver of fees. Request must be put on the City Council Agenda for approval prior to the event. It is required to have a representative at the City Council Meeting. The Wendover City Council Meetings are held the first and third Wednesday of each month starting at 6:30 PM. Deadline to be placed on the City Council Meeting Agenda is 4:00 PM on the Thursday prior to the meeting. The Council reserves the right to grant or refuse such requests with any additional stipulations thereof as deemed necessary.

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



WENDOVER COMMUNITY CENTER RENTAL AGREEMENT TERMS & CONDITIONS

112 South Moriah Avenue Wendover, Utah 84083

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 damages 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 garbage from the inside and outside of Center property. Satisfaction is based on pre-inspection before rental use and the conclusion of rental activity.
3. The applicant will be responsible for discipline and reasonable/prudent use of building and furnishings.
4. Applicant is responsible for all that enter the building during the time of their activity.
5. The use of all tobacco's and alcoholic beverages, firearms and fireworks are prohibited in the Center.
6. **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 regards to how many tables and chairs you will need.**
7. 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.
8. The Center will not provide storage for the property of Applicant, Organizations or Individuals using the Center.
9. Our Center is in Compliance with City Fire Codes meeting the room capacities, aisle space and other related matters.
10. All decorations in the Center will be left in place as is.
11. 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 damage does not occur. Damage to the building or contents over the deposit amount will be billed to the Applicant and/or Organization.
2. A \$25.00 fee per hour is charged for the Rental of the building. Time will be based upon caters, decorators and other functions of the event, billable in whole hours.
3. A \$7.00 an hour fee will also be charged to cover fee of staff member. 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.