CLARKSTON, Utah
Founded 1864

Clarkston Town Community Center Rental Application

24 South Main, Clarkston, Utah 84305

Applicant's Name _____ Name of Organization _____

Address _____ Phone Number _____

Type of Activity _____ Estimated Attendance _____

Date(s) Requested _____ Hours Requested _____

Office Use Only

Fee Amounts

Building Rental Fee _____ Cash/Check _____ Credit Card _____

Cleaning Deposit _____

Total Fees Due _____ Amount Paid $_____ Date Paid _____

Received by _____

In consideration for the use of the Clarkston Town Community Center, applicant agrees to defend, and indemnify, and hold harmless Clarkston Town, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of the use of the facility. Further, the applicant accepts responsibility for any liability and damage to property sustained or claimed to have been sustained arising out of activities of the above indicated activity or those of any of its officers, agents or employees, whether such act is authorized by this agreement or not; and the applicant shall pay for any and all damage to the property of Clarkston Town, or loss, or theft of such property, done or caused by such persons. Clarkston Town assumes no responsibility whatsoever for any property placed on the premises. The applicant further agrees to waive all rights of subrogation against Clarkston Town. The provisions of the article do not apply to any damage or loss caused solely by negligence of Clarkston Town or any of its agents or employees.

Applicant is an authorized official of the group submitting this application and is 21 years of age or older. The applicant has read and understands this entire application including all regulations and rules attached to this application and agrees to all of the terms and conditions as stated. **Resident applicant agrees that renting the building for someone who is not a resident is not allowed and will cause them to lose their deposit and the privilege of renting the town building.**

I have read and understand the rules, regulations and reservation policies. Further, I understand and agree that violation of the rules, regulations and reservation policies, as stated herein, will result in a forfeiture of the deposit, plus any costs incurred by Clarkston Town in repairing any damage that may occur as a result of the violation.

Applicant Signature _____ Date _____

Please pick up the key during Town Hall hours prior to your event to ensure entrance to the Community Center. Keys can be put in the drop box after your event or brought back to the Town Hall. The deposit will not be refunded until the key is returned and an inspection completed.

COMMUNITY CENTER CLEANING CHECKLIST

CLARKSTON, Utah
Founded 1864

Thank you for helping to take care of the Clarkston Town Community Center so that it can remain a beautiful amenity for families and community members for years to come. Please complete the following after using the facilities.

Office Use:
Deposit Withheld:
Deposit Returned:

Initial next to each item when completed. Leave any notes needed at the bottom.

Initials	Instructions	Office Use
	Community Room: Please vacuum rugs and carpet and empty all garbage cans.	
	Tables/Chairs: Please wipe down tables/chairs and stack neatly in the storage closet, as you found them. Do not stack chairs higher than 10 high.	
	Spills: If there are any spills on the chairs or carpet, please wipe up any liquid and leave a note in the space below so our janitor can clean them.	
	Hard Floors: Please sweep and mop hard floors. Use the mop in the janitorial closet with WATER ONLY. Wring out mop cloth before placing it on the mop handle. Wring out the mop cloth each time you rinse it. Please DO NOT use any cleaning products on the floors.	
	Kitchen: Please clean sink, stovetop/front, inside and outside microwave, counters, and refrigerator, and empty garbage cans.	
	Bathroom: Please pick up any trash, verify toilets have been flushed, and the water is turned off.	
	Walls and Windows: Spot check and wipe down any sticky spots, fingerprints, etc. Make sure windows are closed and locked.	
	Outside: Please clean up any garbage or messes outside of the building that might be associated with your event, including on the patio, sidewalks, parking lot, etc.	
	Doors: Spot check and wipe down and sticky spots, fingerprints, etc. Please hard lock the doors prior to leaving the facility. Put keys in drop box.	
	Thermostat: DO NOT turn the heating and AC off completely. It should be set at 85 during the summer and 65 during the winter.	
	Other: Please complete clean up so that the facility can be locked prior to midnight.	

Notes:

Number of Tables:

Chairs:

Date:

Time:

Please return this form in the drop box with the key for return of your deposit.

DO NOT LOSE THE KEY: A fee of $150 will be charged if the key is lost

I understand that failure to complete any of the above items may result in forfeiture of some or all of my deposit and may subject me to additional cleaning, repair or replacement charges.

Signature

Date

Rules, Regulations and Reservation Policies

Rules and Regulations

1. It is the intent of Clarkston Town to make our Community Center available for the use of our citizens. Proposed use of facilities or events by any person, persons, group or organizations which are not sponsored by Clarkston Town shall not interfere with the public enjoyment of Clarkston Town, deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the Town; nor draw crowds in excess of the capacity of the facilities.

2. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions pertaining to the use of the facility. Any group violating the regulations and conditions governing the use of the facilities shall be subject to immediate revocation of facility use privileges and the Town will retain all fees previously paid. Groups or individuals that fail to comply or violate Clarkston Town rules and/or regulations shall not be permitted future use without prior approval of the Clarkston Town Council.

3. Groups and individuals using the facility are responsible to pay for any damage to or loss of Town property connected with such use. Clarkston Town will not be responsible for the loss, damage, or theft of equipment or articles owned by the user.

4. Renters will be charged a rental fee along with a deposit for the facility being rented. The event must be cleaned up completely ready to vacate the facility by the appointed time. This includes restrooms, kitchens, ovens, stoves, refrigerators, appliances, carpets, floors, garbage containers, locking all windows, turning off all lights, wiping down all tables, chairs and furniture, etc. Cleaning and garbage supplies will be made available. The deposit may be returned within 10 days after the inspection verifies that no building or property damage has occurred, that no Town property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. Clarkston Town reserves the right to withhold all or part of the cleaning deposit for any violation of this rental agreement, or for any costs incurred to the town.

5. **Renter is solely responsible for replacing or paying for any damage to the electronics during their use of the building.**

6. Failure to be out of the building or facility on time may incur an additional fee, which will be withheld from your deposit or charged to you.

7. The following are prohibited at the Clarkston Community Center:
   a. Possession and/or consumption of alcoholic beverages or illegal drugs.
   b. Smoking inside any facility or on the grounds.
   c. No animals are permitted in the building, except for service animals.
   d. Only free-standing decorations are allowed. No thumbtacks, nails, tape, staples, or glue shall be used to attach decorations on the walls, ceilings, or cupboards. All decorations must be fireproof.
   e. There shall be no rice, confetti, silly string, bubbles, glitter, or bird seed allowed in the building. Doing so will result in a total forfeiture of the deposit.
   f. No candles, open flame or flammable material of any kind.
   g. **No live bands or loud entertainment.**
   h. Storage of any unapproved private property in any public facility.
   i. Use of equipment or other or other items that could mar the surface of the floors.
   j. Tables and chairs are NOT permitted outside of the building.

8. The Town employee in charge of any facility is authorized to enter any room at any time in the performance of their duties. In the use of any Town facility, individuals and groups shall be subject to the direction of the Town employee in charge of the facility.

9. All activities (including set up and take-down) must take place on the day of the event and between the hours of 8:00 a.m. and 11:59 p.m., unless otherwise directed by the town staff.

Reservations

1. Reservations for the Clarkston Town Community Center require all persons to complete a Clarkston Town Reservation and Rental Agreement. Reservations may be taken over the phone but are not secure until a deposit has been received. The key should be picked up at the Town Hall during normal business hours, Monday – Thursday 9:00 a.m. to 1:00 p.m. The rental fee is due at the time the key is picked up.

2. All applications for reservations should be submitted at least two weeks in advance, and no earlier than 180 days, on the official form provided by Clarkston Town, which shall constitute a contract between the user and Clarkston Town and will include by inference all terms and conditions of these regulations. Clarkston Town may review applications submitted for facility reservations within the two-week period based upon availability.

3. All applications must be signed by a responsible adult, twenty-one (21) years of age or older, or the president, or other official representative so designated by the board or the requesting organization. The person/persons signing the application must be present at the event and is responsible for the supervision of the event. Applications are nontransferable to other groups, facilities, dates, or times.

4. No reservation is confirmed until all fees are paid in full.

5. Clarkston Town reserves the right to refuse rental to anyone. This includes any group or individual who has violated any of the conditions, rules, or regulations governing use of the facility.

6. Civic groups that contribute to the community, local youth and church groups, with appropriate adult supervision, will be required to sign the rental contract to use the Community Center. However, no rental fees will be charged but a **deposit is required.** They will be required to clean up after their meetings and events and be responsible for any missing items or damage to the building or its contents during their reserved date. Failure to do so may result in not being allowed to use the building again.

Cancellation or Change Policy

There is no cancellation fee for any reservation cancelled or changed prior to two (2) weeks before the reservation date. If a reservation is cancelled less than two weeks prior to the reservation date, no refund of rental fee will be granted.

Rental

The Town has a DVD player available to rent for $10.00.

Replacement Costs

Any item(s) which require replacement, whether because of damage or non-return, will be withheld from the deposit. Damages in excess of the required deposit will be billed to the renter. In addition, a cleaning charge of $20/hour will be assessed if cleanup by Town staff is necessary. Cleaning charges will be assessed in one-hour increments.