



## **RENTAL OF BEAVER CITY BUILDINGS**

**City Center**     **Opera House**     **Golf Club House**

### BUILDING RENTAL FEES

- Under 4 Hours - \$100.00
- Over 4 Hours - \$200.00
- Full Day Rate- Open Daily 8:00 a.m. to 11:45 p.m

### CONFERENCE ROOM FEES

- \$10.00 per Hour up to \$60.00 per day

### SECURITY, CLEANING, & KEY DEPOSIT

A \$200.00 cash deposit required for ALL users of the Beaver City Buildings. This deposit fee will be held after use and will be returned after building has been inspected, and the key has been returned to the City Office.

**Date Of Use:** \_\_\_\_\_ **Deposit Received By:** \_\_\_\_\_

**I HEREBY AGREE TO ABIDE BY THE FOLLOWING RULES (located on back)  
FOR USE OF BEAVER CITY BUILDINGS. I UNDERSTAND & AGREE THAT BEAVER  
CITY MAY IMMEDIATELY TERMINATE THIS DAILY RENTAL AGREEMENT AND  
DENY FUTURE USE IN THE EVENT OF ANY  
ILLEGAL CONDUCT OR WASTE TO THE PROPERTY.  
I AGREE TO BE PERSONALLY RESPONSIBLE FOR ANY DAMAGE  
CAUSED BY MY GUESTS OR INVITEES. \_\_\_\_\_ (Initials)**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**COMPANY OR ORGANIZATION:** \_\_\_\_\_

**\* Government Agencies Only**

### **BILLING**

**ADDRESS:** \_\_\_\_\_

- Please bill the above company for building rental
- Please bill the above company for any cleaning or damage expenses that may occur during the use of rental.

*Office use only:*

\_\_\_\_\_  
*City Representative Signature*

\_\_\_\_\_  
*Date*

**CHECKLIST**

**RULES OF USING THE BEAVER CITY BUILDING**

**Before deposit can be returned, all items must be checked off by Beaver City**

- COVER TABLES** If tables are used for activities other than eating, such as cutting, gluing, crafts, etc.
- PIANO** Cover piano before placing any items on top of it.
- KEEP OUTSIDE DOORS CLOSED** To maintain the heat/air conditioning.
- ENSURE THAT ALL** Lights, appliances, fans, etc. are OFF when finished.
- LOCK ALL DOORS** and make sure all doors of the building are latched when leaving.
- NO SMOKING, TOBACCO, OR ALCOHOL ALLOWED IN THE BEAVER CITY BUILDINGS! NO EXCEPTIONS, OR DEPOSIT WILL BE KEPT**
- BUILDING MUST BE COMPLETELY VACATED BY 11:45 pm DAILY AND SUBJECT TO INSPECTION. NO EXCEPTIONS**
- OTHER AREAS OF THE BUILDING ARE NOT AVAILABLE** to use without City approval. The Opera House Theater Room is for theater or musical groups under special permission of the City Office, and is OFF LIMITS to the general public during building rental. UPSTAIRS SECTION OF THE BUILDINGS & OTHER ROOMS ARE NOT AVAILABLE for rental without specific approval.
- DO NOT REPRODUCE KEYS** If you need a key, make arrangements with the Beaver City Office to sign for one.
- NO FOOD OR DRINKS AT ANY TIME OUTSIDE THE DINNING/MULTIPURPOSE ROOM.**
- PLEASE DISCIPLINE YOUR GROUP** Be aware of what your group is doing, including children, and where your group is at in the building at all times. any damage done to building or its contents while under your control must be repaired or replaced at signed individual's cost.
- DO NOT HANG ANYTHING ON WALLS, SLIDE TABLES OR CHAIRS ACROSS THE FLOORING.** If scratches are found, deposit will be kept and additional funds will be required.

**CLEANING CHECKLIST**

- EMPTY GARBAGE** Remove all garbage and put in the dumpster on the East side of the building.
- SWEEP, MOP, & CLEAN - KITCHEN, DINING AREA, FRONT ENTRY & STAGE AREA** Wipe down counter tops, sinks, appliances, and ALL areas used. Sweep & mop floors in kitchen, dining area, entry way & stage area.
- VACUUM FLOOR** In the carpeted areas of the building.
- REPLACE ITEMS TO STORAGE AREA** Put tables, chairs, etc. away after use.
- ENSURE RESTROOMS ARE CLEANED AND CHECKED** - Pick up anything left on floor and counter tops. Make sure toilets have been flushed if used.  
**NO TOBACCO SPIT IN THE URINALS OR SINKS!**

**FOR BUILDING RENTAL EMERGENCIES ONLY CALL - (435) 310-1257 OR (435) 310-1258**

- I \_\_\_\_\_, **VERIFY THAT THE CHECKLIST REQUIRED HAS BEEN COMPLETED FOR BUILDING RENTAL FOR RETURN OF DEPOSIT & HAVE NOTIFIED BEAVER CITY OF ANY DAMAGES DONE WHILE THE BUILDING WAS UNDER MY SUPERVISION.**
- I HAVE HAD A CITY EMPLOYEE VERIFY THE COMPLETED CHECKLIST.**

IF ANY OF THE ABOVE CONDITIONS ARE NOT MET AND IF THE BUILDING IS LEFT IN A DISORDERLY CONDITION, OR DAMAGED, THE INDIVIDUAL OR GROUP RENTING THE BUILDING MAY BE SUBJECT TO FORFEIT ALL FUTURE USE OF THIS BUILDING, THEIR BUILDING DEPOSIT AND BE BILLED FOR DAMAGES OVER THE AMOUNT OF THE DEPOSIT. THANK YOU FOR YOUR COOPERATION. LETS ALL HELP TAKE CARE OF OUR BUILDINGS SO WE CAN ALL CONTINUE TO ENJOY THEM.  
THANK YOU - BEAVER CITY!

I have inspected the Beaver City Building and found it to comply with the guidelines set by this contract for release of the security, cleaning, & key deposit.

Beaver City Approval

Signature Date