

## **River Heights City Building Use Policy**

River Heights City is dedicated to serving its citizens and allowing them to use the City Building. In order to maintain a secure and well maintained facility the following Building Use Policy has been established and must be followed.

### **Deposits, Fees, and Cancellations:**

- A per day building use fee will be charged to any individual or organization wishing to use the building for personal events, such as family gatherings, socials, or private club meetings.
- A cleaning deposit will be required in addition to the building use fee. Deposits will be returned after inspection of facility used and return of the building key. Failure to leave the building clean and undamaged will result in forfeit of the cleaning deposit.
- A cancellation less than 1 week before reservation will result in a forfeit of the rental fee. The deposit is still refundable.
- Fees will be assessed as follows: Building use fee: \$35  
Deposit: \$75

### **Building Use:**

- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around the City Building.
- Smoking is not permitted on City property.
- Maximum Occupancy is 60 people.
- Organizations using the building must use only those areas for which preapproval has been granted.
- A broom, mop, bucket, and cleaning rags will be left available for organizations to use after their activity.
- Organizations are responsible to leave the building as clean and organized as when they found it.
- The building must be locked securely upon departure.
- Children are welcome at the City Building but they must be under the direct supervision of responsible adults at all times.
- Trash must be disposed of by placing in the dumpster at the end of the driveway, east of the tennis courts.
- As a best practice and as a matter of safety, no single individual will be granted building use when the City office isn't open.

**IN THE EVENT OF AN EMERGENCY CALL KENT PARKER AT 757-3983**

### **Keys:**

- Groups must have one designated individual to come to the City Building between the hours of 10:00 a.m. and 2:00 p.m., Monday thru Thursday to sign-out a key. This person must maintain control of the key at all time.
- Do not lend out the key to anyone.
- Keys are available for pick up one working day prior to the reservation.

- Upon locking the building after use the key will be dropped into the drop box located to the south of the front door.

**Lost or Stolen Property:**

- The City of River Heights will not be responsible for the loss or damage of equipment, art work, personal belongings, or other items owned or used by the organization using the building.
- Items left for more than 60 days will be utilized or discarded as deemed proper by the city staff.

**Building Use Application**

Group/Organization: \_\_\_\_\_

Group Representative: \_\_\_\_\_

Group/ Organization Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Hours: \_\_\_\_\_ # of People: \_\_\_\_\_

Upstairs/Downstairs (circle one)

I have read and agree to the terms and conditions listed in the building use policy. Failure to abide by this agreement will result in the loss of building privileges. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted in the building.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

Office Use only:

Rent Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deposit Refund Amount: \_\_\_\_\_ Date: \_\_\_\_\_