

River Heights City
520 South 500 East
435-752-2646

Old School Gymnasium Use Policy/Application

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (75 max)

*Must be at least 21 years old, a resident of River Heights or employee of the city and be present during the entire rental time.

** The gym is NOT available for rent on Thanksgiving, December 24, 25, 31 or January 1.

*** The gym is available to rent between 8:00am and 10:00pm. Be specific on the hours you'd like since someone will open and close the building for you.

River Heights City is dedicated to serving its citizens and allowing them use of the Old School Gymnasium. **This reservation includes use of the gym and restrooms only.** There is no kitchen in the building. Access to other portions of the building is not permitted and would result in loss of deposit. **Parking** is available on the south side of the building and across the street to the west.

Deposits, Fees, and Cancellations

- Facility use is for River Heights residents or city employees.
- All fees must be paid prior to reservation being made.
- A credit card deposit and rental fee will be required.
- A cancellation less than 3 days before reservation may result in a forfeit of the rental fee. The deposit is still refundable.
- The refundable portion of the deposit will be returned within 10 days after the inspection verifies that no facility or property damage has occurred, that no city property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. River Heights City reserves the right to withhold all or part of the deposit for any violation of this rental agreement or for any costs incurred to the city.
- Any damage over the deposit amount will be charged to your credit card.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the facility by the time specified on this form may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (card payments only):

Use Fee:	\$100/5 hours \$25/each additional hour
Deposit:	\$250

