

Vernal City Municipal Center Use Agreement



No Event will be scheduled until the required fees have been paid.

Name (Please Print) _____

Organization Name: _____

Telephone / Cell #: _____ E-Mail: _____

Mailing Address: _____

Description of Activity: _____

Will food be served at this event? Yes No If yes, Full Meal or Light Refreshments

Number of Participants Anticipated: _____

Room(s) Requested to be used: Community Room Attorney/Client Rooms Administrative Conference Room Planning Conference Room Other _____

Equipment / Furniture Needs: _____

Date(s) of Activity: _____ Time(s) of Activity: _____

Applicant Acknowledgment: As the applicant requesting permission to use the Vernal City Office facilities, I hereby understand and agree to comply with all regulations governing the use of this facility as attached:

Applicant Signature

Date

<i>For Official Use only</i>	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Conditions of Approval: _____ _____	
Signature of City Manager	Date Approved

VERNAL CITY
FACILITY RENTAL
SECURITY DEPOSIT AGREEMENT

Name of User: _____
Address / Phone #: _____
Facility to be rented: _____
Date of Rental: _____
Purpose of Rental: _____
Deposit Required: _____

(All deposits paid to Vernal City shall be deposited by Vernal City upon receipt.)

The security deposit paid to Vernal City shall be returned to the user of the facility making the deposit provided that 1) *no* damage to the facility is caused by the user, and 2) that the user has completely cleaned all used areas, put up all tables and chairs as required by the City on-site supervisor. Further, the user agrees to pay all actual costs associated with the repair, replacement or cleaning of any damaged property at the facility belonging to Vernal City.

Return of any of the security deposit shall be made within fourteen (14) calendar days after the user's event is completed. Return of deposits by check shall be made within thirty (30) days after user's event is completed.

I hereby agree to these terms as stated above

User's Signature

Date

Vernal City Use only:	
Date of Deposit: _____	Amount of Deposit: _____
Cash <input type="checkbox"/> yes <input type="checkbox"/> no	Check # _____
Facility inspected by: _____	
Facility cleared for return of deposit: yes <input type="checkbox"/> no <input type="checkbox"/> Date: _____	
If not cleared, damage noted: _____	

Date Deposit refunded to user: _____	Amount Refunded: _____