



Lehi City Broadbent Community Room Rental Agreement

128 N 100 E. Lehi, UT 84043 385-201-1000

General

- The renter of the facility shall be at least 18 years of age.
- The Broadbent Community Room located at the Lehi Police Station is also the Emergency Operation Center (EOC) for Lehi City. If an emergency occurs that constitutes opening the EOC, your event will be canceled, and your monies refunded.
- Ordinances and rulings of Lehi City Corporation (hereafter referred to as the City) as to the occupancy capacity, use, and other safety factors shall be observed at all times
- The facility shall not be used for sales, or promotional purposes, or for monetary or pecuniary gain of any form or nature whatsoever.
- Any sound system, video, music, etc, shall be kept at a low volume so as not to disturb others using the facility and/or neighboring residents.
- Renter shall be present during the period of the reservation from set-up through clean-up
- If the facility is not left clean, the renter will be assessed a \$40 per hour cleaning fee to be taken out of the deposit.
- **Failure to comply with any of the terms of the Rental Agreement shall cause the individual and/or group to forfeit the privilege to reserve the facility for one year.**

Rental Fees

Rental fees for the facility shall be assessed as specified in the Lehi City Consolidated Fee Schedule.

- No fees shall be pro-rated for a portion of an hour.
- Please understand by you paying for your reservation is you agreeing to these terms listed in this agreement.

Security Deposit

- The purpose of the security deposit is to ensure proper clean-up and care of facility. If the facility is left dirty and/or damaged by the renter, or if electronic equipment is used WITHOUT MANDATORY training the City shall retain part or ALL of the deposit.
- The Security deposit must be paid through SportSites with a separate transaction from the Room Rental Fee
- If the renter stays past the reserved time or would like to add additional time after their reservation begins, they will forfeit their deposit.
- If costs to clean and/or repair the facility exceeds the amount of the deposit, the renter shall be responsible for additional costs. If the renter fails to pay the additional costs as requested by Lehi City, the renter shall be responsible for all collection costs and/or attorney's fees.
- It is the responsibility of the Renter, after the event is over, to contact the Lehi City Information Center to request their security deposit back.

Cancellations and Refunds

- The Broadbent Community Room located at the Lehi Police Station is also the Emergency Operation Center (EOC) for Lehi City. If an emergency occurs that constitutes opening the EOC, your event will be canceled, and your monies refunded.
- If you need to cancel your reservation, it is recommended that you give as much notice as possible to allow the possibility of re-renting the room. Cancellations can be done on-line at Sportsites or you can call the Information Center at 385-201-1000.

- Once your event is scheduled, it is YOUR responsibility to pick up a key before your event occurs. This must be done during our business hours Monday-Friday 8AM to 5PM. If you failed to pick up your key during our business hours, we WILL NOT be able to meet you after hours to open doors for your event. You will need to contact our Information Center for a refund.
- After hours: mmaughan@lehi-ut.gov (use this contact if you are having an issue with getting into the building. Ex., key malfunction and not working)

Food and Drink

- No alcoholic beverages or tobacco (vape pens included) are not permitted on City property. Any violation will result in forfeit of deposit and renter will not be allowed to return to the facility.
- Use of the kitchen by the renter shall be for food serving only. Incidental use of the appliances shall be permitted only to maintain temperature of foods and beverages to be served during the event.
- The renter shall be responsible to provide dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the City.
- ABSOLUTELY NO burning of any kind inside of building. This includes candles and incense.

Set-up and Clean-up

- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.
- No decorations will be permitted which are taped, tacked, stapled, nailed, or otherwise fastened to the walls, ceilings, doors, or floors of the facility.
- If paper is used to cover tables, the renter shall be responsible to remove all tape from the tables. No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables.
- Rental of the facility include the use of tables and chairs as noted in the rental agreement.
- **If you want to use electronic equipment provided by the City (sound system, T.V. monitor, projector screens) a MANDATORY training must be set up prior to your event.** Please send e-mail to schedule trainings: sdabell@lehi-ut.gov Failure to do so may forfeit your deposit.
- Renter must pay for all time spent in the building – this includes set up and clean up time.
- Renter is responsible for set-up and clean-up for the event. This shall include, but is not limited to:
 - Cleaning floors
 - Emptying trash to appropriate dumpsters
 - Wiping off tables and chairs, kitchen counters, sinks, etc.
- The City shall provide the following cleaning equipment and supplies:
 - Vacuum cleaner
 - Mop & Bucket
 - All-purpose cleaner and floor cleaner
 - Broom and dust pan
 - Trash bags
- Renter is responsible to leave the parking lot free of trash and debris from the event, such as rice, seed, or vehicle decorations from weddings.