

# UTE CITY PARK SHELTER RESERVATION AGREEMENT



Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

I understand that a \$40 deposit and \$40 rent is required to reserve the park facilities on this date. I understand that the \$40 deposit will be held until the building is inspected and found clean and free from damages. Should the park not pass inspection, a copy of the cleaning list and or damage list will be sent to the renter and the deposit kept. If found clean and damage free, the deposit check will be destroyed by a paper shredder or if you would like it returned by mail please indicate below. I understand that possession or consumption of alcoholic liquors, wine, or beer is prohibited. I agree to abide by the rules imposed by the City of Ute for park use.

Required Cleaning includes the following:

- Tables must be moved back to original location
- Sweeping the floor in kitchen, shelter house, and bathrooms
- Tables must be washed with soap and water
- If used, you are responsible for wiping refrigerator, sink, and stove/stove top
- All trash must be emptied, (this includes the bathrooms) and placed in the dumpster that is by the parking area at the City Park, new liners were provided to you in your bag.
- All trash must be picked up outside and placed in the dumpster
- Towels are not supplied, so you must bring your own
- Make sure all doors are locked and secured.

Place this signed agreement, along with 2 separate checks (\$40 & \$40) payable to the City of Ute in the City Hall mail slot. If you are unable to pick up the keys during business hours, other arrangements will be made for picking up the key. The key must be returned to City Hall during business hours or placed in the City Hall mail slot in the door of City Hall, within 3 calendar days after the rental date.

**Signature of responsible party:** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return the deposit check if I pass inspection after renting the city park:

\_\_\_\_\_ YES (Mail it to address above) \_\_\_\_\_ NO (Shred it)

**INCLUDED IN RENTAL:** Enclosed Park Shelter with Interior Lights, 4 Electrical Outlets (Bring Drop Cords), 6 Picnic Tables, Small Outdoor Grill, Tennis Court, Roller Blade Area, Swings and Other Playground Equipment, Restroom, Ceiling Fans at Shelter House, 2 Big Trash Bags, 2 Smaller Trash Bag for Restrooms, Kitchen with Fridge/Freezer, Oven/Stove, Sink, and Microwave.

# Ute City Park Rules and Regulations

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## The City will provide:

### *Main Park Shelter Building*

- Includes: closable open-air windows, four (4) electrical outlets (no extension cords provided), ceiling fans, overhead lights

### *Enclosed Kitchenette*

- Includes: prep sink, cupboards, four (4) electrical outlets

### *Trashcans (4 Total with Bags Provided)*

- Large trashcan for the main building
- Small trashcan in each bathroom
- Small trashcan in the kitchenette

### *Bathrooms*

- Two (2) outlets in each bathroom

### *Picnic Tables*

- For indoor or outdoor use

### *Cleaning Supplies*

- Three (3) brooms and dustpan

### *Outside Amenities*

- Benches
- Outdoor grill
- Basketball court and rollerblade area
- Playground equipment
- Drinking fountain

**Possession or consumption of alcoholic liquors, wine, or beer is prohibited.**

The park key is available for pickup at City Hall up to three (3) days before your reservation date. Keys must be returned to the City Clerk within three (3) days following your reservation date. You may return during normal business hours or place the key in a reusable plastic bag and drop in the slot at City Hall. Deposit will be refunded after park facilities are inspected for cleanliness and damage.

## Before you leave, it is your responsibility:

### *Main Shelter Building*

- Sweep the floor
- Wipe down tables
- Latch all windows
- Take out trash
- Turn off all lights
- Lock door

### *Kitchenette*

- Take out trash
- Sweep the floor
- Wipe down stove, counter, and/or fridge if used
- Turn off all lights
- Lock door

### *Bathrooms*

- Sweep the floor
- Take out trash
- Turn off all lights
- Lock doors

All garbage and waste material can be thrown away in the park dumpster.

If the park dumpster is not available, trash should be taken to the water plant.

— Please make sure the park facilities are clean and ready to be used to ensure a full deposit return —