



Lehi City Civic Center Community Room Rental Agreement

131 North 100 East Lehi, UT 84043

This Community Room Rental Agreement (“Agreement”) is understood by the renter from the time the renter checks “I have read and accepted the Rental Agreement” on the attached booking software, and upon payment the agreement is fully accepted and binding. This is an agreement entered into between the renter (“renter”) and Lehi City (“the City”) concerning the renting and use of the Lehi City Civic Center Community Room (“the facility”).

General

- The renter must be at least 18 years of age.
- All City ordinances, policies and rules pertaining to occupancy capacity, use, and safety shall be followed at all times. The facility shall not be used for sales, promotional purposes, or for monetary or pecuniary gain of any form.
- Any sound system, video, music, etc., shall be kept at a low volume so as not to disturb the library or others using the Civic Center.
- Renter shall be present during the reservation from set-up through clean-up.
- If the facility is not left clean or the 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. Renter is entitled to 30 minutes set up and 30 minutes take down outside of their booked hours. If renter requires more set up or takedown time, they must pay for a longer booking.
- **Failure to comply with any of the terms of this agreement shall cause 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](#).

- Room is available to book in 30-minute increments, no fees shall be pro-rated.
- Residents & Non-Residents shall book at their appointed rate. If a non-resident rents at the resident rate, the City reserves the right to withhold the difference amount from the deposit or bill the renter for additional fees.

Keys

- Renter must pick up key for the community room during Information Center hours: **Monday-Thursday from 7:30am – 5:00pm**.
- Key cannot be picked up until the deposit is paid, whether online or in person.

Security Deposit

- Deposit may be retained in full or part if:
 - The facility is left dirty and/or damaged by the renter
 - The terms of this agreement are violated

- The renter stays past their reserved time
- If costs to clean or repair the facility exceed the amount of the deposit, renter SHALL be responsible for additional costs. Renter shall be responsible for all collection costs and/or attorney fees that may accumulate due to negligence to pay additional costs to the City.
- It is the renters responsibility to collect deposit after completion of event booking.
- Failure to collect the deposit within 45 days of the end of the rental period, the deposit will be deemed forfeited to the City.

Cancellations and Refunds

- Cancellations can be made online at [Lehi City Skedda](#), or you can call the Information Center at 385-201-1000.
- If renter fails to pick up the key during our business hours, the City WILL NOT be able to meet renter after hours to open the facility. You may contact the Information Center to request a refund.
- For after hours help, contact Walker Hammond at whammond@lehi-ut.gov.

Food & Drink

- Alcohol, tobacco, vaping, and illicit drugs are prohibited. Violations result in deposit forfeiture and removal from the facility.
- The adjoining kitchen is for serving prepared food only.
- Renters must supply and remove dishes, serving utensils, table linens or other necessary items.
- Burning items, including candles and incense, are not permitted.

• Set-Up & Take-Down

- Equipment and decorations must not damage the facility and its furnishings.
- No tape, tacks, staples, nails, or other fastenings are permitted to be used on the walls, ceilings, doors, or floors of the facility.
- NO GLITTER.
- Renter shall be responsible to remove ALL tape that may be used on the tables.
- Use of electronic equipment requires a **mandatory audio/visual training** prior to event. Contact Walker Hammond at whammond@lehi-ut.gov.
- Renter is responsible for leaving the facility clean and ready for subsequent use. This includes but is not limited to:
 - Vacuuming and Cleaning floors
 - Emptying trash to appropriate dumpsters
 - Wiping off tables, counters, sinks, chairs, etc.
 - Removing trash and debris from parking lot (such as rice, confetti, etc.)
- The City shall provide the following cleaning equipment:
 - Vacuum cleaner
 - Broom & dustpan
 - Mop & Bucket
 - All-purpose cleaner and floor cleaner
 - Trash bags