

City of Toquerville
 212 N Toquer Blvd, Box 27, Toquerville, UT 84774
 Tel: (435) 635-1094; Fax: (435) 635-5761
RESERVATION OF TOQUERVILLE CITY HALL AND/OR
CITY OFFICE CHAMBERS



I/We wish to reserve the facilities of the Toquerville City Hall and/or Council Chambers in Toquerville, Utah, and do hereby agree to abide by the rules and regulations below. I/We assume full responsibility for any damages to the facilities during our reservation time.

Cost: See below. \$ _____ + Deposit \$ **75.00** PER EACH = Total \$ _____

The person reserving may request a walk-through of the facilities for instructions from a Staff member, making note of any existing conditions.

Type of Activity: _____

Date: _____ Time: _____

The use of Town Hall facilities is primarily for Community projects and Residential use (after approval is granted); requests for use will be reviewed on a case-by-case basis; all requests are subject to final approval by City Staff.

Organization _____ Person Responsible (Please Print) _____

Address _____ Phone _____

RULES AND REGULATIONS REGARDING RESERVATION OF CITY TOWN HALL AND CHAMBERS

1. The Maintenance Department will contact you for unlocking and locking the facilities.
2. Tables and metal chairs come with the rental and may be used outside the Town Hall and/or Chambers; tables must be covered for food use. If tables and chairs are already in place, please return them back to the original set-up. Do not remove existing wall coverings, pictures or decorations.
3. Plastic chairs require additional rental as below and may not be used outside.
4. If taping of decorations is necessary, use painters tape to avoid damage to walls and equipment.
5. Any and all decorations (including string, tape, etc) must be taken down and disposed of.
6. Trash facilities are provided by the City; all trash is to be placed in the receptacles prior to departure.
7. Town Hall floor and/or Chambers must be left clean by dusting and cleaning floors with a mop duster and broom or vacuum provided. Tables, chairs, and floors are to be wiped clean.
8. Turn off all lights and lock all doors at the end of use. Restrooms must be left clean and lights turned off.
9. No animals are allowed in the facilities, other than service dogs.
10. There will be no overnight parking or camping at the facilities. The facilities cannot be utilized before 7:00 a.m. & must be vacated by 11:00 p.m.
11. Toquerville City Nuisance Ordinance prohibits the disturbing of neighborhoods by "prolonged, unnatural, loud, unnecessary or unusual noise"; please be considerate and cautious of this restriction.

Deposits/Payments

1. Deposits, regardless of Classification will be \$75.00.
2. Deposits will be required to ensure proper care is taken of the facilities and equipment.
3. Deposits will be refunded within a week following the post event inspection, provided there are no violations of the Rental Policy, damages to the facility, equipment or cleaning required.
4. If the above rules and regulations are not followed, you may be denied refund of the deposit, or a portion thereof.

Security deposit must be paid when the rental user agreement is signed. Balance is due 30 days in advance of the event. In the event the activity is scheduled less than 30 days in advance, full payment is due when the reservation is made. Payment must be cash or check; Toquerville City is not setup to accept payments by credit/debit card at this time. If I wish to reserve both the Town Hall and the Chambers I understand that the fee is doubled.

I HAVE READ AND AGREE TO ABIDE BY THE FOREGOING RULES AND REGULATIONS:

Printed Name	Signature	Date
City Clerk		Date

Anything less than 4 Hours (considered ½ day)	\$50.00
Anything more than 4 Hours and still the same day (considered 1 day)	\$100.00
Chair Rental	\$25.00

Churches, Boy & Girl Scouts, Neighborhood Watch, Government or Quazi-Government organizations, and other organizations specifically sponsored by the City of Toquerville are exempt from rental fees but deposit fees may apply. The exemption will apply for 3 days per year. If further use is required, the normal rental fees will apply. City sponsored entities may be exempt from the 3-day limitation.