



JENSEN NATURE PARK VISITORS CENTER Building Rental Agreement

Name: _____

Group/Event Name: _____ Phone #: _____

Email: _____ Cell #: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Building Rental	Resident	Non-Resident
Jensen Park Visitor Center	½ Day Rental \$150 (4hrs) Full Day Rental \$275	½ Day Rental \$200 (4 hrs) Full Day Rental \$375

(Set up and clean up is to be done within the reserved time)

Date of Reservation: _____ Time: _____ to _____

Will food and/or drinks be served? Yes / No

Please indicate the TYPE of Activity (circle one):

Wedding/Reception Corporate Party Family Reunion/Party Other _____

Expected # of people: _____ (77 Max)

Description of Event: _____

Do you plan on placing any structures on the grass, i.e. dunking machine, inflatable rides, equipment, etc. If yes, please list: _____

If you plan on placing any structures on the grass i.e. tables, chairs, equipment, etc., please provide a site map which qualify as a special event.

In this case you will need to obtain a \$1,000,000-liability insurance and add Syracuse City as the additional insured.

Any other request, or anything you'd like us to know:



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TERMS: This Agreement shall remain in effect for the entire time of which is stated in the above as the rental date. The Renter understands that full payment must be paid at the time this Agreement is made. The Renter shall be responsible for any costs associated with damage or cleaning of the facility and understand said costs will be charged to credit card on file (absolutely NO glitter or confetti). If food and/or drinks are being served, the Renter understands and agrees that all use or sale of the food and/or drink shall be in conformity with the applicable laws and regulations of the United States, the State of Utah, Davis County, and Syracuse City Ordinances. The Renter understands and agrees that there will be no activities that are illegal or do not abide by Syracuse City Ordinances allowed within the Jensen Nature Park Visitors Center. The Renter also understands and agrees that there will be no smoking, alcohol, or drug use within the Jensen Park Visitors Center. The Renter shall indemnify, hold harmless and defend Syracuse City, its employees, and volunteers from and against any and all claims, demands, loss, liability, judgments, expenses, costs, suits and damages, including attorney's fees, from bodily injury, death or property damages arising out of use of the Jensen Nature Park Visitors Center by the Renter, and the Renter's involved party.

A credit card must be kept on file:

Credit Card Number: _____ CCV# _____
Name on the card: _____ Expiration Date: _____

A \$50.00 minimum fee will be charged to the credit card if rented facilities are not left in the condition in which they were found.

I, _____ understand and agree to the above and will pay all fees as have been stated in the above.

Signed _____ Date _____

To cancel a reservation, a seven (7) working day advance notice is required to receive a full refund minus a \$5.00 handling fee. If a cancellation is made with less than seven (7) working days, only 50% of the reservation fee will be refunded. If cancellation is made with less than three (3) working days, no refund will be given.

*****Keys for the Visitor's Center will need to be picked up at the front desk, at Syracuse Community Center, within 1/2 hour of reserved time, and MUST be returned to the front desk within 1/2 hour of end time of reservation. If the Community Center is closed, the keys must be placed in key drop box, which is located outside of Community Center front doors.**

OFFICIAL USE ONLY	
You may pick up the key on :	_____ after _____ am / pm
Rental Fee Paid \$	_____ on date of _____
Cash	_____ Credit _____
Employee Accepting Agreement	_____
Site Plan Given To Lesley	_____ YES _____ NO (other) _____



JENSEN NATURE PARK VISITORS CENTER

Building Rental Agreement

Jensen Nature Center Checklist

3176 S Bluff Rd

- **Do not tape, staple, use thumb tacks, screws, or nails to hang anything on the walls or windows**
- Do not tape anything to the windows (the inside of windows are tinted and tape causes damage to the tint)
- Absolutely no confetti or glitter allowed
- Do not use supplies in the east closet for projects or personal activities, as they are for the building
- Public WIFI is available, the WIFI network is **public-wireless**
Password is **iamaguest** (there are no speakers at this facility)

We have Professional cleaners come in once a week on Wednesday, so we rely on you to clean up after your event, so that it is ready for the next rental. Thank you.

- Return all tables and chairs (wiped down as needed), to the room where they are stored.
- Mops, brooms, bags, and cleaning supplies are located in the east closet
- Empty all garbage cans and put new liners in. The dumpster is at the South end of park.
- Sweep and mop all floors, even if they do not appear dirty.
- Make sure all doors are locked when leaving the building.
- Return the key immediately after reservation. Drop box available for after-hours.
Failure to follow this checklist will result in all costs associated in cleaning, repairs and/or replacement of items, as signed in the rental agreement.

Contact Phone Number

For reservation questions, building maintenance (cleaning supplies, power, plumbing, heating/AC, damaged items, or interior damages) or anything else, please call the **Parks & Recreation Department Front Desk at 801-614-9660 opt 1** during business hours. **After hours, call our Parks Department at 385-368-5221.**

Building = 32 x 32 feet

Entry = 12.8 x 5.10 feet

Has 60 chairs

Has 10, 6 foot rectangular banquet tables