



LA VERKIN CITY BUILDING CHECK LIST

This building is being rented in an "as is" condition. Please check it prior to usage to make sure you are aware of the condition that it is in.

Before your deposit is returned the following areas will be checked:

- | | |
|--|---|
| <p>A. Kitchen</p> <ol style="list-style-type: none"> 1. Fridge 2. Stove Top and Oven 3. Sinks 4. Floor | <p>B. Gymnasium</p> <ol style="list-style-type: none"> 1. Floor 2. Stage 3. Chairs & Tables Stacked
<i>Beginning Chair Count</i> _____
<i>Beginning Table Count</i> _____ |
| <p>C. Rest Rooms</p> <ol style="list-style-type: none"> 1. Urinals 2. Sinks 3. Floors | <p>D. General Area</p> <ol style="list-style-type: none"> 1. All Coolers Off 2. All Heaters Off 3. All lights off 4. Check all doors <ol style="list-style-type: none"> a. Locked b. Securely closed |

There will be a \$25.00 charge for any door found unlocked or propped open.

I _____ agree to indemnify and hold harmless, LaVerkin City, and their agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of:

_____ (purpose of use),
for bodily injury, illness, or death, or for property damage, including loss of use, in whole or in part, caused by the renter's negligent act or omission, or that of anyone employed by them, or for whose acts the renter may be liable. ****ALCOHOL IS NOT PERMITTED ON ANY CITY PROPERTY****

Signature Date

Rental Deposit will be released no sooner than 48 hours after the 1st working day following the rental use, to allow the building to be inspected. All issued keys must be returned within that time. (Key Fob may be dropped in drop box outside the office.)

Please provide a phone number and an address to return the security deposit refund. If applicable.

Mailing Address & Phone Number

Inspector Signature Approved/Not approved

If not approved list reasons on separate sheet. Ending Chair Count _____
Ending Table Count _____

LAVERKIN CITY **SECURITY PROCEDURE**

You will be assigned a key fob that you will need to pick up in our main office. You are not permitted to give the fob to any other person. The key fob will only be good for the time you have scheduled the building.

This fob provides us with information on who enters the building and at what time. Use this fob cautiously, you are responsible for anybody entering and exiting using your key fob.

Instructions:

- 1) Key Fob must be picked up by 3 o'clock the day of the scheduled building rental. Pick up the key fob on Friday, also by 3 o'clock, if you have rented the building on a Saturday.
- 2) You must have the fob with you to access the building. Swipe the fob in front of the small black box on the outside of the door, you will hear a brief beeping sound and the door will unlock. (This is the door that faces Main Street, with direct access to the gym.
- 3) Once inside, the toggle switch under the red button may be switched down to keep the door unlocked.
- 4) Enjoy the building. The Handicap access buttons work (keep an eye on children or adults who may want to play with them). Note any problems with vandalism or unreasonable cleanliness which existed upon your arrival and notify the city.
- 5) Exiting - make sure the building is clean, secure and everyone has left.
- 6) Push the toggle switch up to lock the door.
- 7) Push the red button to allow you to leave.
- 8) Please make sure the door is locked. Be sure to double check the door handle upon exiting the building.

I have read the above information and have been provided my access code. I understand and accept the responsibility and liability that goes along with it.

Signature

Date