



## Clearfield City Room Rental Terms and Conditions

1. A deposit of \$50 is required as a cleaning and security deposit. For any uses involving food, there will be an additional \$200 deposit. If cleaning or repair of damages to the building or its contents or the parking lot exceeds the deposit, the party renting the building at the time damage was incurred must pay the total costs of such cleaning.
2. Light refreshments and catered meals are allowed; however, red-, orange-, purple-based food items which would seriously stain carpets are not allowed.
3. Set up and clean up time are part of the scheduled event and will be part of the building rental fee.
4. Chairs and/or tables are to be set up and taken down by the person(s) making the reservation; the room may be left in the same condition it was found, i.e., tables and chairs in the room at the beginning of the rental may be left.
5. It is the responsibility of the person renting the building to clean up, including the parking lot if necessary. Vacuums, mops and brooms will be provided by the city. Dish cloths and towels must be provided by the party making the reservation. Garbage must be taken out to the dumpster; garbage liners will be provided by the city.
6. Alcoholic beverages and smoking are not allowed in the building at any time.
7. Gambling, bingo or other illegal or unlawful activities are prohibited in the building at any time.
8. Removal of pictures, plaques and other objects for the purpose of redecorating is prohibited. Marking on walls or furniture is prohibited. Tacking or taping material on any surface is prohibited.
9. DO NOT move the room divider panels in City Hall multipurpose room. If you will need the room divided or the panels moved, please notify us, and we will take care of this in advance of your rental.
10. Risers or furniture may be brought into the building if approved in advance.
11. Candles or other flammables must be approved in advance by the North Davis Fire Chief or Assistant Chief.
12. Music will be allowed in moderation. If the music reaches a point of being disruptive to staff in the building, you will be asked to lower the volume or stop the music completely.
13. **CANCELLATION POLICY** - Cancellations must be made during regular business hours. A full refund may be granted minus \$5 administration fee if cancelled 24 hours prior to the event or by noon on Friday for a weekend rental. **NO** refund will be granted if less than 24 hours' notice is given. **NO** refund due to inclement weather; however, the cleaning deposit will be refunded.