



Facilities and Grounds Rental Policy and Information

Reservation Date(s):			
Use Time(s) (for example 1-4pm):			
Name of Person(s) Responsible for Rental:			
Mailing Address:		Phone:	
Email Address:		Alternate Phone:	
Information regarding event (please record all contacts and relevant information):			
<p>Sacajawea Center staff will contact you 2 days prior to your event with the keycode and any pertinent information</p> <p>Please call 208.756.1188 or 208.303.0245 for any questions concerning the facility</p> <p>Sacajawea Center is located at: 2700 Main Street Salmon, Idaho 83467</p>			
Has the group requested use of Salmon Arts Council dishes (\$26.50 fee for use)? YES___ NO___			
Reserving:	Rental Rate:	# of hours rented	Sub-total
Sanitation & Extra COVID Precautions (Deep cleaning and extra sanitation are taking place after each event- a minimal COVID cleaning fee will be applied)	\$30.00		
		Total	

****Due to COVID-19 and changing guidelines, your event can be canceled if it does not adhere to local and state guidelines.****

6% SALES TAX:

Cleaning/Damage Deposit(s):

Total Amount Due:

Office Use

Date:	Check #:	Amount paid \$
Date:		
Amount paid \$:	Check #:	Amount paid \$

Reservation taken by:

Sacajawea Interpretive, Cultural and Educational Center

www.sacajawecenter.org



Date of Rental: _____ Today's Date: _____

Reservation Agreement

Please initial to indicate you have read and agree to the following rental policies:

- Renter agrees to indemnify and hold harmless the City of Salmon and its agent against any and all liability arising from the use or misuse of said property..... _____
- Reservation times must include set-up, take-down, and clean-up..... _____
- All rental fees and deposits must be paid before reservations are recorded..... _____
- Reservation refunds will be given up to two business days after reservations have been made. If reservations are canceled after 48 hours only the cleaning deposit will be refunded, otherwise no refunds will be given except in the case of unforeseen circumstances..... _____
- Smoking is not allowed at any time within City facilities..... _____
- In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Tables or chairs cannot block aisles or fire exits..... _____
- User agrees not to damage, destroy, or deface any property of the Center and agrees to be responsible for the total cost of repair or replacement of property damaged, destroyed, or defaced by those in attendance..... _____
- No nails, tacks, screws or similar articles may be driven into or applied to plaster or wood surfaces. No glitter, confetti, or fake flowers petals may be used onsite. All decorations must be removed by end of use..... _____
- User agrees to comply with local, state, federal, and international laws and regulations, including but not limited to copyright and intellectual property rights laws when accessing the Internet through the Center's WIFI connection..... _____
- The Center does not endorse/sponsor your Event and/or its contents. User shall not distribute any materials which indicate or imply such endorsement/sponsorship..... _____
- Set up and take down of tables, chairs, and all other items used during the rental is the responsibility of the user..... _____
- User is responsible for cleaning areas rented after the event and for removing all garbage to the receptacles by the red barn. A cleaning check list will be provided..... _____
- **To ensure return of deposit, user MUST complete a "check-out" form and leave it onsite..... _____**
- If there are no cleaning or repair costs the deposit will be refunded within 6 weeks.. _____

EVENT: _____

Signature: _____ Date: _____

IF APPLICABLE: Equipment Agreement:

Location Equipment is to be used: _____

I, the undersigned, am responsible for picking up and returning equipment listed on the other side of this sheet, all in good condition, with all parts accounted for, by the dates and times agreed upon.

If any equipment is damaged or missing, I allow the Sacajawea Center and the City of Salmon to use the deposit I paid to repair or replace damaged items. If repair or replacement costs are greater than the security deposit, I will reimburse the Sacajawea Center for all additional costs.

Signature: _____ Date: _____



Rental Check-out Form

Your deposit will be withheld if this form is not completed and returned prior to check-out.

**Cleaning supplies are located at the buffet and in the kitchen.
The vacuum/mop/broom are in the hallway in the utility closet.**

Task	Completed?
Main Level, Basement, Bathrooms, Peripheral Areas:	
Wipe down all tables and chairs used and return to storage closets	<input type="checkbox"/>
Thoroughly clean buffet counters and sinks, if used	<input type="checkbox"/>
Vacuum rental area	<input type="checkbox"/>
Sweep entrance(s) used and bathroom floors, mop if needed	<input type="checkbox"/>
Clean glass/mirrors, if needed	<input type="checkbox"/>
Wipe down drinking fountain	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Empty all trash (including bathroom) into dumpsters located next to Red Barn and replace bags	<input type="checkbox"/>
Turn off all lights	<input type="checkbox"/>
Turn off all audio/visual equipment using the remotes (ROOM OFF) button	<input type="checkbox"/>
Make sure all personal items have been removed.	<input type="checkbox"/>
Deadbolt front entrance, and lock all exterior doors (exit through kitchen)	<input type="checkbox"/>

Please list all damages incurred during your use:

If Kitchen is used:	
Clean all dishes and return to cabinets	<input type="checkbox"/>
Sweep and mop floor	<input type="checkbox"/>
Wipe down all surfaces: counters, oven, stove, refrigerator, sinks	<input type="checkbox"/>
Remove all food/beverages from area	<input type="checkbox"/>
Empty trash into dumpster next to the Red Barn and replace bags	<input type="checkbox"/>

Continue on reverse.

If Grounds are used:

- | | |
|---|--------------------------|
| Remove all decorations and equipment | <input type="checkbox"/> |
| Pick up all trash and take it to the dumpsters next to the Red Barn | <input type="checkbox"/> |
| Return all rental items to their storage locations | <input type="checkbox"/> |

Please list any damages you found already existing during your use:

To the best of my ability the above tasks have been performed as requested.

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Where should we send your deposit: _____

Comments/Complaints/Suggestions:

Please take a moment to answer the following questions so we can report accurately to City Council about how the community uses the facilities. Thank you!!

Estimate the number of people in attendance: _____

What were you using the facility for? _____

Was it a public or private event? _____

Please return this form to the file holder next to the office in the Learning Center.



FEE SCHEDULE

LEARNING CENTER – \$150 deposit	Partners		Non-Profits		Individuals/ Businesses	
Entire Building, (3 hour minimum)	\$21	\$ 22.26/hr	\$26	\$ 27.56/hr	\$29	\$ 30.74/hr
Main Level, maximum capacity 115 standing (2 hour minimum)	\$16	\$ 16.96/hr	\$19	\$ 20.14/hr	\$22	\$ 23.32/hr
Basement, maximum capacity 145 standing (2 hour minimum)	\$14	\$ 14.84/hr	\$17	\$ 18.02/hr	\$19	\$ 20.14/hr
GROUPS – \$150 deposit	Partners		Non-Profits		Individuals/ Businesses	
Amphitheater, Meriwether Theater, Ranch Yard (4 hour minimum)	\$13	\$ 13.78/hr	\$16	\$ 16.96/hr	\$26	\$ 27.56/hr
<u>PICNIC AREA</u>	Free for Public Use					
Reservation Fee – for private events only	\$ 10.60/hr					
Camping (only available for educational programs)	\$ 5.30/person (per day)					
<i>ROPES COURSE: Rates based on number of instructors necessary and number of participants; programs are customizable. Please have Director contact group.</i>						
EQUIPMENT	Up to 8 hours					Deposit
Large Star Tent for Amphitheater (500 sq ft) (on site only)	\$ 106.00/day					\$ 50
Sound System*: (12 channels, 4 speakers, cables) *Requires Sound Tech	\$ 318.00/day					\$ 50
Salmon Arts Council Dishes – Paid directly to Arts Council	\$ 26.50/day					
DEPOSIT						
<u>\$150 damage/cleaning deposit for rental of each space</u>						
NOTES:						
<ul style="list-style-type: none">• All rates are on per whole hour basis.• Deposits waived for partners and government agencies.• Groups cannot be charged for more than 8 hours of use in <u>a calendar day</u>.• The entire facility (all rental spaces) are available for rent on a per day rate. Please ask for details.						

UPSTAIRS CAPACITY- Banquet style with tables (80)/ Theatre style (115)

DOWNSTAIRS CAPACITY- Banquet style with tables (120)/ Theatre style (150)

125 Chairs

20 Tables 8'X2.5'

