



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 to Return Deposit to:		Phone:	
Email Address:		Alternate Phone:	
Information regarding event (please record all contacts and relevant information):			
Anticipated number of people at the event:			
Please mail reservation and payment to:			
City of Salmon 200 Main Street Salmon, Idaho 83467			
The Sacajawea Center Director will contact you 1 day prior to your event with the keycode and any pertinent information- please note that you will not receive a code before this.			
Please call 208.756.1188 or 208.303.0245 for any questions concerning the facility			
Sacajawea Center is located at: 2700 Main Street Salmon, Idaho 83467			
Reserving (Learning Center Level, Grounds)*	Rental Rate:	# of hours rented	Sub-total
		Total	

Please Note: Outdoor spaces cannot be set up or decorated the day before

The Sacajawea Interpretive, Cultural, & Educational Center is a public facility and the public will not be barred from using the trails or visiting the Interpretive Center during events unless specifically noted

Cleaning/Damage Deposit(s):

\$150.00

Total Amount Due:

Office Use

Date:

Check #:

Amount Paid \$:

* If you would like your cleaning deposit returned to an address different from the one listed above, please note this on your checkout form. **Please remember to leave your checkout form in the Center after your event.**



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..... _____
- No Chinese/paper lanterns or fireworks are to be used on-site without prior approval _____
- 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..... _____
- If using the Center's grill or one of your own, please keep grill 10 feet away from all sides of the building..... _____
- 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: _____