



## FIELDHOUSE RENTAL POLICIES & PROCEDURES

### Frequently asked questions:

- What is the cost to rent the fieldhouse: \$60 per hour for rentals in September to April. \$45 per hour for rentals in May to August. **Down payment of 25% of rental fee is due when reservation is made.**
- What is the size of the fieldhouse turf area: Approximately 100'x100'.
- What are the available hours for rentals: 4pm-10pm Monday through Friday and 8am-5pm Saturdays depending on availability.
- How do I reserve the fieldhouse: Contact Springville Recreation at 801-489-2730 or email [jgooch@springville.org](mailto:jgooch@springville.org) to schedule dates and times.
- How do I pay for my reservation: We accept credit, debit, check, or cash. Payment is due in full prior to reservation.
- Is food allowed in fieldhouse: NO FOOD OR DRINK, OTHER THAN WATER, WILL BE ALLOWED IN BUILDING. NO GUM OR SEEDS.
- Are there any restrictions on use: No metal cleats. Batting practice can only be done with whiffle balls.

### Facility Use Reservations:

- Down payment of 25% of rental fees is required in order to reserve fieldhouse facility.
- For recurring groups (reservations for multiple months) such as sports teams or clubs, a signed fieldhouse contract and liability insurance form must be turned in before reservations begin.
- Groups are limited to reserving no more than 50% of days in the week. If days are still available 2 weeks in advance, additional reservations can be secured.
- Reservations accepted on a first paid/first served basis. We cannot hold dates without payment.
- Reservations can be made beginning July 1<sup>st</sup> for the Fall, Winter, and Spring. To make reservations or to check on scheduling, contact Springville Recreation at 801-489-2730 or email [jgooch@springville.org](mailto:jgooch@springville.org).
- Applicants assume full responsibility for any damages of facility during the rental.

### Rental Fees:

- Rental fee is \$60 per hour during Winter months (September-April). Summer rentals are \$40 per hour (May-August). Down payment of 25% of rental fee is

due when reservation is made. Remainder of rental fees must be paid by the end of the month prior to the month of service. If fees are not paid by end of the month, reservations may be forfeited.

- Bookings made during the month of service must be paid in full at the time of booking.
- Springville City reserves the right to refuse service to any individual or group.

#### Cancellation/Change of Date Policy and Fees: (These apply to multi-day reservations)

In the unfortunate situation that a renter cancels their reservation, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply

- Cancellations made 30 days or more in advance will be issued a full refund.
- Cancellations made 15 or more days before the reservation date will be issued a full refund minus a \$50 cancellation fee.
- Cancellations made 7-14 days before the reservation date will be issued a full refund minus a \$100 cancellation fee.
- Cancellations made on the day of the rental or any less than 7 days before the reservation date will not be given a refund.
- Changes can be made to a rental date with at least two week's notice without a penalty.

#### Insurance Requirements:

- All groups with multiple bookings are required to provide proof of liability insurance for a minimum of \$1,000,000.00 with the city of Springville listed as the "additional insured."