



# RESERVATION REQUEST FORM

*(Completion of this form does not guarantee reservation.)*

## CONTACT INFORMATION

Organization: \_\_\_\_\_

Name(s) of responsible party: \_\_\_\_\_

Title of responsible party: \_\_\_\_\_

Phone: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

## EVENT INFORMATION

Type of event: \_\_\_\_\_ code (staff use only) \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Area(s) requested: \_\_\_\_\_

Time block(s) requested: \_\_\_\_\_ Anticipated number of guests: \_\_\_\_\_

## CATERING & FOOD SERVICE \*All food served at this event must be provided by a licensed caterer.

Will food be served at the event?  YES  NO

Caterer name: \_\_\_\_\_ Phone: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Submission of this information sheet does not guarantee rental of facility. This information will be reviewed and a rental decision communicated to Applicant. If rental is approved, Applicant shall execute a Facilities Rental Agreement.

## RETURN FORM TO:

info@ConservationGardenPark.org

## FACILITY RENTAL CHECKLIST

*(Use this checklist to keep track of each step required to complete your Education Center Rental.)*

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- Review rental rates, available spaces, and frequently asked questions at <https://conservationgardenpark.org/rent>.
- Submit an application form to [info@conservationgardenpark.org](mailto:info@conservationgardenpark.org). This will hold your rental date for two weeks or until payment is made.
- Review and sign (in person) two physical copies of the Facility Use Agreement. You will be provided with one of the signed copies after it is signed by Jordan Valley Water Conservancy District.
- Provide proof of general liability insurance in the amount of \$1,000,000.00/\$2,000,000.00 aggregate. You can purchase this online.
- Pay refundable security deposit.
- Pay rental charge.