



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.)

- Review rental rates, available spaces, and frequently asked questions at <https://conservationgardenpark.org/rent>.
- Submit an application form to 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.