



# 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 (electronically) the Facility Use Agreement. You will have access to the Agreement 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.