



SARATOGA
SPRINGS
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Event Key Access Agreement Form

Event: _____ Date: _____

Name: _____

Address: _____

Email: _____

Cell Phone: _____

- An event key is available for check-out and return during normal business hours Monday - Thursday 7:00 a.m. to 5:00 p.m. at 213 N 900 E, Saratoga Springs, 801-766-7506
- The key should not be checked out more than 24 hours before the scheduled event, unless event is over the weekend.
- A check written for \$40.00 made out to The City of Saratoga Springs is required to be able to check out the key.
- The key is for use by the renter only for the event and is the responsibility of renter while it is checked out.
- The renter is required to return the key to the Public Works building located at 213 North 900 East within **24 hours** after the conclusion of the event. If the event is over a weekend, the key must be returned by end of the day on the first business day after the weekend (typically Monday).
- A \$40.00 fee will be assessed by renter for any lost or stolen key to cover keying/restocking expense. If the key is not returned by the specified time, it will be assumed that it was lost or stolen, and the \$40.00 deposit check will be deposited to cover keying/restocking expense.
- If the key is returned on time, the deposit check will be returned to the renter or destroyed.

I understand and agree to the key access agreement as stated above.

Renter Signature

Date

AREA FOR CITY USE ONLY

Date Key Checked Out: _____

Key Returned: Yes No