

City of Woodland Hills City Center Reservation Form

Name: _____

Address: _____

City, State & Zip Code: _____

Daytime Phone Number: _____

Other Phone Number: _____

E-mail Address: _____

Type of Event: _____

Date of Event: _____

City Center Rental Fee:

Non-Profit Resident

\$500 refundable deposit**
\$20/hour, \$125/day

For Profit/Non-Resident

\$500 refundable deposit**
\$50/hour, \$400/day

*If clean up by City is required, additional charges will apply

**** Rental fee and deposit MUST be paid with two separate checks.**

WOODLAND HILLS CITY CENTER

FAQ'S

1. How do I schedule the building?

- Scheduling of the building can be done by calling the City Office at 801-423-3900 during office hours.

2. How do I get into the building on the day of my event?

- A code to enter the building will be given to you on the day of your event. Please call 385-448-7838 an hour prior to the event to get the code.

3. Can we remove or hang anything from the walls?

- No. You are not allowed to hang or attach anything to the walls. There are several hooks along the top of the ceiling that things may be hung from.

4. Do I need to bring anything for cleaning up?

- Yes. The City provides for your use at the building: garbage liners, a bucket and mop, vacuum and broom. Bring your own cleaning supplies, paper towels and dish soap.

5. Are we allowed to have alcohol or smoke in the building?

- No. Alcohol and smoking/vaping are not allowed.

6. Is there a fee or security deposit for using the building?

- Yes.

Non-Profit Residents:

\$500 refundable deposit

\$20/hour or \$125/day

For Profit/Non-Residents:

\$500 refundable deposit

\$50/hour or \$400/day

Please remember:

- Do not drag items across flooring in hallway or the multi-purpose room.
- No animals of any type shall be in the building.
- No open flames are allowed (i.e. candles).
- Food/Drink is allowed only in areas that are not carpeted.

Community Center Building Clean-Up Checklist

- _____ Take out all garbage and put in garbage receptacle outside the building.
- _____ Replace garbage liners with new ones.
- _____ Flush all toilets: clean up any messes in the bathrooms, clean toilets, wipe counters, mirrors and sinks and mop floors. *Be sure to empty garbage cans.
- _____ Vacuum carpeting and entry rugs.
- _____ Mop multi-purpose room and kitchen.
- _____ Wipe down kitchen counters, stove and refrigerator.
- _____ Clean glass on doors.
- _____ Wipe off any food or drink that may have gotten on walls.
- _____ Fold up chairs and tables and return them to proper place.
- _____ Turn off lights.
- _____ Make sure all doors are closed and locked.
- _____ Text the City Recorder at 385-448-7838 letting her know when you have vacated the building.