



## SECURITY DEPOSIT FORM

As the applicant of this reservation, I understand that:

1. I am responsible for any damage to City of Orange property that occurs as a result of my reservation.
2. I am responsible for cleaning up after myself and my guests prior to leaving the facility.
  - a. (If applicable) The additional Shaffer or Olive Park Building Kitchen Cleaning Fee noted below may be applied if the kitchen is not left in the condition that it was found.

Shaffer Park Kitchen: \$175

Olive Park Kitchen: \$85

3. I will be charged for time used in excess of the time I have requested.
4. If I pay my deposit by check or credit card, the check or credit card will be held until a Recreation Services Supervisor has been notified that the site was left free of damage during the permitted time frame.
  - a. When it has been determined the site was left free of damage, clean, and on time, my check or the credit card information will be destroyed the business week after the reservation has taken place.
  - b. If it is determined additional charges were incurred due to my reservation, damage fees and/or cleaning fees and/or time fees will be assessed for non-compliance, my deposit check will be cashed and/or my credit card will be charged after my reservation; for check deposits a refund will be issued back to me should there be a difference between my deposit paid and fees assessed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_

### **Methods of Deposit**

Name on Check (print): \_\_\_\_\_ Check #: \_\_\_\_\_

Name on Credit Card (print): \_\_\_\_\_

(Visa or Mastercard only)

Billing Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ EX: \_\_\_\_\_ CCV# \_\_\_\_\_

Credit Card Holder's Signature: \_\_\_\_\_