

## DEPOSITS AND DEPOSIT REFUNDS

- The City of West Jordan requires deposits on various venues including but not limited to sports fields, concession buildings, pavilions, open space, room reservations and building reservations.
- The deposits may be used to cover damages/repairs to City property or to cover any additional City services used during or after your reservation that were not paid for in advance (e.g. staff time to provide excessive cleaning and trash removal).
- Deposits are fully refundable if no damage or additional services were required. Deposit amounts are set annually by City Council and can be found in the Unified Fee Schedule.
- Deposits cannot be adjusted or reduced by staff.
- Refunds are processed through the City's financial payment and approval processes and a City of West Jordan check will be mailed to the address on the application. This process can take anywhere from two to six weeks.
- If a deposit or a portion of a deposit is being kept to cover damages or additional city services, you will be notified of the situation and why. If a reduced refund does apply, it will be processed and a check mailed as mentioned above. If you do not agree with the circumstances for not returning all or part of the deposit, you can appeal (in writing only – no phone calls will be accepted) with a written letter addressed to the City Manager.