

## Eccles Rental Start Guide

1. Please review all applicable technical information, Non-refundable Hold Agreement, Eccles Rental Contract, Rental Rates Exhibit A, and Eccles Rental Guide before submitting the Non-refundable Hold Agreement and deposit. Please make sure you understand the responsibilities of the user as per the Eccles Rental Agreement. Please contact Todd Klarich: [tklarich@pcschoools.us](mailto:tklarich@pcschoools.us)
2. To initiate the date request, submit the Eccles Non-refundable Hold Agreement to;  
Todd Klarich  
2700 Kearns Blvd  
Park City, UT 84060
3. The Business Office will then generate an invoice for the Non-refundable Hold Fee which will include a contract #. Please include the contract # on all future communications and payments. The request will then be passed on to the Eccles Director to review date availability. The Eccles Director will then reach out to either confirm availability or to assist in finding an alternate date. Please note, dates for the following school year will not be released until May 31<sup>st</sup>.
4. Submit the non-refundable date hold fee within 5 days of submitting the hold agreement. Failure to do so will void the hold. Be sure to include the contract #. Please send to;  
Todd Klarich  
2700 Kearns Blvd  
Park City, UT 84060
5. Submit the Eccles Rental Questionnaire in order to facilitate estimating technical and front of house staff as well as equipment needs. Once the Questionnaire has been received, the Eccles Director will reach out to go over specific requirements and finalize the Rental Rates Exhibit A and staffing requirements. The business department will then furnish a deposit invoice. This must be completed no less than 14 days before the event. Please note, the user is required to coordinate and provide all staffing as per the agreement at the user's expense.
6. Submit the Eccles Rental Agreement with the Exhibit A Deposit. The event will not be officially scheduled until both have been received and completed. Both the hold fee and deposit will be credited to the final cost.
7. Once the event is completed, a final invoice with any additional costs will be sent within 14 business days and final payment must be received within 30 business days.