



# City of South Salt Lake - Columbus Community Center Rental Application 2018

Property Address: 2531 S. 400 E. SSL, UT 84106

Return Applications to: City of South Salt Lake, Parks and Recreation Department  
Columbus Center – 2531 S. 400 E. SSL, UT 84106  
Rental Phone 801.-412-3217 Rental Fax: 801-412-3220

**Columbus Community Center rooms are available to rent, subject to room and staff availability  
8:30 am to 9:00 pm Monday- Thursday and 8:30 am to 10:00 pm Friday-Saturday,**

Name of Group: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Number of People: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: If this is a regularly occurring meeting, please list all dates you are applying for*

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Responsible person for walk through: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Note: Emergency Contact MUST be different from the main contact.*

### Type of Event

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Club Meeting                | <input type="checkbox"/> Business Meeting            | <input type="checkbox"/> City dept. or City-sponsored meeting |
| <input type="checkbox"/> Wedding/Reception           | <input type="checkbox"/> Banquet                     | <input type="checkbox"/> Class/Workshop                       |
| <input type="checkbox"/> Private Party (type): _____ | <input type="checkbox"/> Special Event (type): _____ | <input type="checkbox"/> Athletic (type): _____               |

Other (type): \_\_\_\_\_

**Please describe what you will be doing during the event, setup, food or beverages, etc:**

## Room Rental Rates

Please check the box on the left to indicate your rental choice.

X	Room	Capacity*	Resident Rate	Non-Profit Rate	Commercial Rate	Deposit Resident & Non-Profit/Commercial
	Auditorium	250	\$80/hr	\$100/hr	\$140/hr	\$200
	Gymnasium for sport	100	\$25/hr	\$25/hr	\$100/hr	\$200
	Gymnasium for events	120	\$100/hr	\$140/hr	\$160/hr	\$200
	Outdoor Patio	120	\$25/hr	\$65/hr	\$90/hr	\$200
	Meeting rooms 101,104,105	48	\$25/hr	\$35/hr	\$50/hr	\$200
	Meeting rooms 102-03, 106	70	\$40/hr	\$50/hr	\$75/hr	\$200

\*Depends on type of activity/event, subject to approval. Occupancy may not exceed 250 people.

All fees for use of the Columbus Community Center are in addition to a deposit that may be refundable. Refer to *Rental Rules and Regulations* for further information.

## Rental Rate Categories

“Resident” rate applies only in cases of:

1. A person residing in the City of South Lake who schedules a facility for private personal or family events,
- or 2. A business licensed on South Salt Lake schedules a facility for employee social event.

A person residing in the City or a licensed South Salt Lake business may not schedule a facility for an entity/organization/institute event of function or for a business enterprise at the “Resident” rate. Resident must have proof of residency for resident rate (driver license, utility bill, etc.).

“Non-profit” rate applies only in cases where a non-profit entity schedules a facility for purposes that do not include fundraising or revenue generation for the entity. Any non-profit entity which schedules a facility for purposes which includes fundraising shall pay the “commercial” fee. Non-profits must attach a proof of non-profit status upon rental of space for non-profit rate.

## Amenities

Please check the box on the left to indicate your rental choice.

X	Item	Daily Rate
	TV/VCR/DVD Equipment	\$25.00
	Microphone and Sound	\$35.00
	Dry Erase Board	\$15.00
	LCD Projector	\$25.00
	Piano	\$20.00
	Table Linen Rental: Napkins	\$.50 each
	Table Linen Rental: Banquet & Round Table Cloths	\$10.00 each
	Kitchen/ with Auditorium rental only	\$80.00
	Tables and Chairs for Gym Event	\$40.00

## Rental Rules and Regulations

Please read and INITIAL ON THE LINES that you will abide by the following rules in order to provide a safe and enjoyable event for our residents and those reserving the facilities.

### RENTAL REGULATIONS:

\_\_\_\_\_ **CANCELLATIONS AND REFUNDS:** In order to receive a refund of your “Fee” or credit, cancellations must be made **two (2) weeks prior** to the scheduled reservation. Failure to do so will constitute the User to be liable for full user fees. **Cancellations must be done in writing by the person who made the facility reservation.**

The City of South Salt Lake **reserves the right to move or cancel** reservations due to unforeseen circumstances.

\_\_\_\_\_ **DEPOSIT AND DEPOSIT REFUND:** The deposit must be paid in cash, check or credit card. In order to receive a full refund on your “Deposit,” the reserved room(s) must be left clean and without damage. A deposit refund check takes approximately 20 working days to be issued.

\_\_\_\_\_ **DEPOSIT RETENTION.** In the event the User shall default in any of the covenants herein contained, the **Center may retain the full amount of any deposit made as liquidated damages.** It is agreed that damages for violation of this Agreement of any applicable regulations are difficult to measure, and that the deposit is a good faith advance approximation of those damages and not a punitive measure. The Center may refuse to accept any subsequent application from the User for use of any facilities within the Center and any other legal action necessary to achieve compensation. In the event of legal action, the defaulting party shall pay all costs and expenses (including a reasonable attorney’s fees) incurred by the other party in enforcing it’s rights hereunder whether incurred through litigation or otherwise.

\_\_\_\_\_ **INSURANCE.** Groups of 50 or more must have liability insurance to rent the facilities. You must provide a copy of your group’s own coverage or acquire TULIP insurance as offered by City of South Salt Lake and provide proof of TULIP coverage.

\_\_\_\_\_ **NON-COMPLIANCE.** The City reserves the right to void this Agreement after 24 hours’ notice should the User default on the payments or not comply with this Agreement’s covenants

\_\_\_\_\_ **ASSIGNMENT AND AMENDMENT.** Any amendment, modification, termination, or rescissions affecting this Agreement shall be made in writing, signed by the parties, and attached hereto. The User shall not assign or transfer any rights under this Agreement without prior written consent of the City first obtained.

\_\_\_\_\_ **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

\_\_\_\_\_ **SPONSORSHIP:** The User shall not represent or imply that the City in any way Sponsors, supports, or endorses the activity for which the Center is used.

\_\_\_\_\_ **GOVERNING LAW.** It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Utah.

## **FACILITY USE RULES:**

———— **SUPERVISION AND REGULATIONS.** All persons using the Center shall be supervised at all times covered by this Agreement, by the User, and as necessary by additional responsible adult(s) designated by the User, and who must identify themselves as supervisors to the Center's personnel on duty at the time of use. The City will have a Representative on site at all times to monitor any and all activities at the Center.

———— **CHILDREN MUST BE SUPERVISED AT ALL TIMES:.** Children are not permitted to run free either inside or outside the building. Children are not allowed to play in the outside flowerbeds.

———— **OPENING:** This facility will be opened 15 minutes before time of reservation. If for any reason, no designated representative on this contract has arrived within one half hour of the reserved time, the building will be closed and the reservation canceled, without refund. No building will be occupied without a Rental Agreement.

———— **TIME USAGE OF FACILITY:** User shall arrive and surrender the Center and all equipment contained on and in the premises to City at the end of the term of the usage. If the facility is ready for the User at the scheduled time and the User is late leaving, they will be charged an additional fee to be determined on a pro-rated basis. Be aware that there is a charge for vacating the premises after the specified time on the Contract.

———— **EQUIPMENT:** Tables and chairs will be provided if requested. Absolutely no extra equipment such as chairs, tables, may be brought in or used without consent from City Staff. Decorations that attach to the building must be approved by staff in advance of placing them.

———— **LOSS OF EQUIPMENT:** All equipment entrusted to the User or on the premises during the term of this Agreement, which shall become lost, stolen, or disappears shall be the sole responsibility of User. User shall be responsible to pay full replacement costs to the Center.

———— **INDEMNIFICATION:** User covenants and agrees to save, indemnify, and hold City free and harmless from any and all damages, claims, or lawsuits which may arise during the term of User's use of Center.

———— **POLICE SECURITY:** South Salt Lake Police Department may be required on site for large events. A \$50.00 per hour fee will be assessed to all groups where one officer is required (100+). An additional \$50.00 an hour fee will be assessed to all groups over 200 for an additional officer.

———— **PUBLIC SAFETY:** The User and all persons shall obey any reasonable directions and instructions of the Center's personnel and shall comply with all applicable Federal, State, and local laws/regulations pertaining to facilities. The Police Department can and will be called as needed.

———— **CONTENT RESTRICTIONS:** The Center is a place for the community to come together to enjoy wholesome activities. The City desires all visitors, and particularly children and senior citizens, to feel welcome and safe when they come to the Center. The Center strives to keep this atmosphere wholesome and protected. The Center may impose restrictions on certain types of conduct and content in order to preserve its community atmosphere.

### **The following activities and conduct are STRICTLY PROHIBITED:**

———— **OPEN FLAMES/CANDLES, ETC.** are prohibited indoors or outdoors. The User shall not do anything in or on any part of the Center, which in any way conflict with the regulations of the fire department.

———— **ALCOHOLIC BEVERAGES AND SMOKING** is strictly prohibited indoors or outdoors.

———— **AMPLIFYING SOUND.** This permit does not grant permission to amplify sound or music above allowable Salt Lake City-County Health Regulations limits (55 decibels).

———— **DRIVING ON THE CONCRETE** anywhere is prohibited. Driving on the concrete may cause permanent damage to both the concrete and to underground snowmelt heating systems located in some areas. Do not move planters to allow vehicles on the concrete. You are responsible for your Caterer, Decorator as well as anyone else in your party driving on the concrete. You will be fined for violating this policy.

———— **VIOLENCE.** Acts of violence, simulated or choreographed violence for purposes of entertainment, ultimate fighting, boxing, wrestling, fighting matches or tournaments, or incendiary language calculated to provoke violence. Classes in self-defense and the martial arts are permitted, but pupils may not engage in matches or tournaments as a part of the curriculum.

———— **ILLEGAL CONTROLLED SUBSTANCES.** The Center has zero tolerance for illegal drugs, drug paraphernalia, and the use of illegal controlled substances. There will be no language or activities calculated to encourage people to buy or use illegal controlled substances.

———— **SEXUAL CONTENT.** Sexual acts or language, including, but not limited to, explicit references to sexual conduct, crude language or jokes, lewd or sexually suggestive behavior or language. There may not be any display of condoms, lubricants, sex toys, sexually suggestive or explicit photographs or videos, or other sex paraphernalia. There will be no classes, seminars, or presentations dealing with sex education.

———— **SEXUAL ACTIVITY.** Sexual or lewd acts, as defined by Utah law. The Center is a public place, and sexual or other lewd acts are impermissible. Any individual who engages in any sexual act in the Center or the Center's grounds will be banned from reserving or using the Center's facilities, reported to the police, and trespassed from the Center.

———— **OBSCENE LANGUAGE.** Obscenity, including swearing, foul language, crude references, whether spoken, played from recordings, or displayed.



## Rental Agreement

This Rental Agreement ("Agreement") made on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of South Salt Lake ("City") and \_\_\_\_\_ ("User"), a private group for the conditional use of the Columbus Center.

THE PARTIES AGREE AS FOLLOWS:

THE USE OF THE FACILITIES. The user may use the following specified facilities and/or amenities at the date(s) and time(s) indicated:

FACILITIES: \_\_\_\_\_

AMENITIES: \_\_\_\_\_

DATE(S) & TIME OF USE: \_\_\_\_\_

EXPECTED NUMBER OF USER/PARTICIPANTS: \_\_\_\_\_

The use permitted in this paragraph is expressly subject to the restrictions and conditions in the subsequent sections of this Agreement. User has right of ingress/egress through the halls and corridors of the Center but no other right in any other part of the Center than the part specified.

PAYMENT. For the use of the Center, the User shall pay in full to the City the deposit sum of \$\_\_\_\_\_ and the rental fee of \$\_\_\_\_\_ on or before \_\_\_\_\_.

If the User or any member of the reserving Group violates this policy, the User will be deemed to have forfeited the security deposit.

SIGNED:

\_\_\_\_\_  
City of South Salt Lake Community Center Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Representative

\_\_\_\_\_  
Date

Rental Agreement Expiration Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Renter Initials: \_\_\_\_\_

## South Salt Lake - Columbus Community Center

Room Diagram - Room Name \_\_\_\_\_

Please draw how you would like your room to be set up



Equipment legend:

Chairs - X

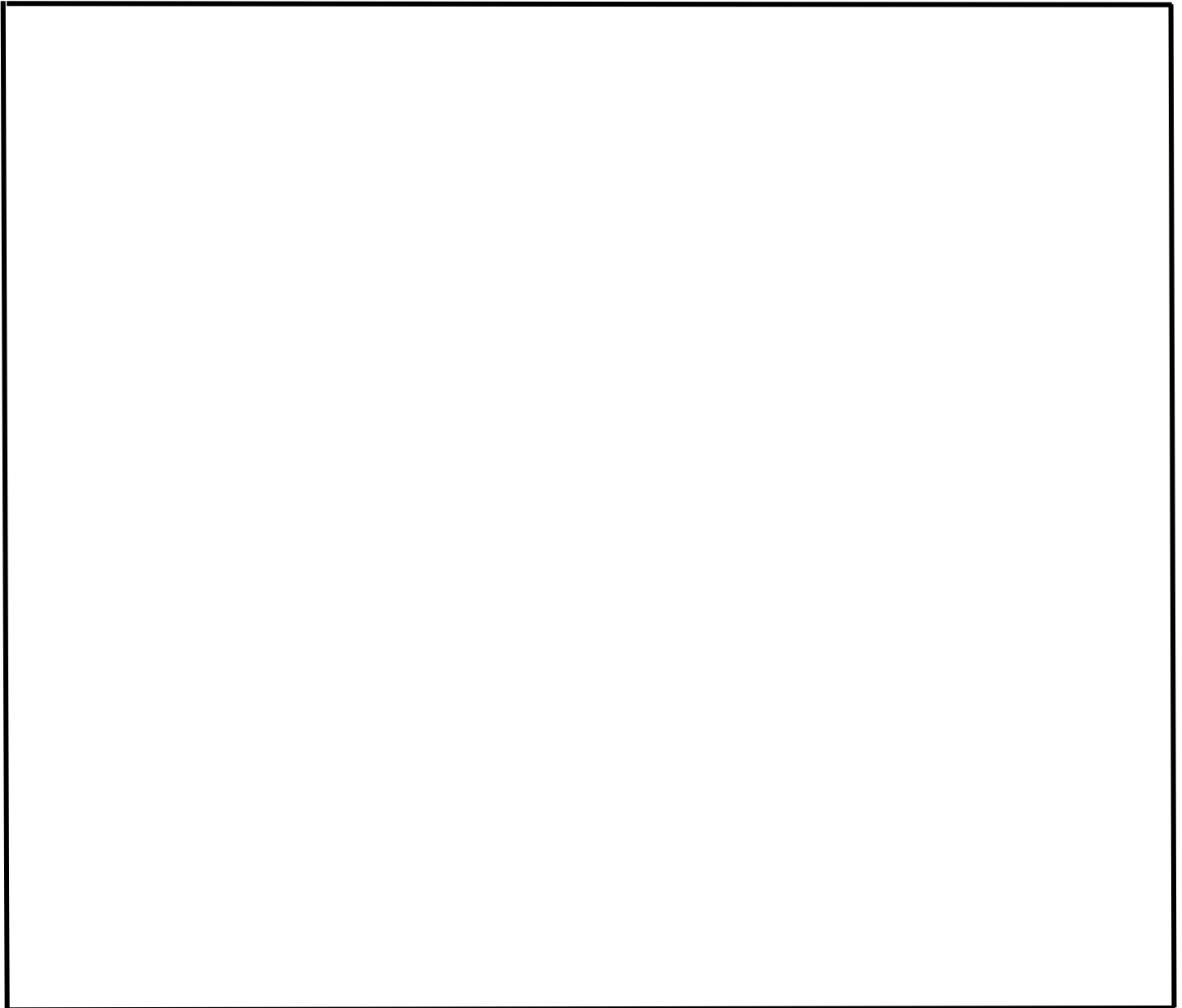
Round tables (5ft diameter) -



Banquet tables (8ft long) -



Equipment -



Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Initials: \_\_\_\_\_