# Northwest Community Center

11/30/23

## Rental Request Form (Please allow at least 14 days for review and confirmation) Email: [pcatanzaro@slco.org](mailto:pcatanzaro@slco.org) Ph: 385-468-1320.

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| Applicant Information | |
| Full Name |  |
| Name of Group Renting (if applicable) |  |
| Phone Number |  |
| Address, City, Zip Code |  |
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| Email Address |  |
| Rental Information | |
| Type of Event |  |
| Event Date(s) |  |
| Preferred Rental Time  (must include time to set up and clean up) |  |
| Number of People Attending |  |
| What space/room are you looking to rent? (gym, party room, dance room) |  |
| Number of Tables Needed |  |
| Number of Chairs Needed |  |
| Are you planning to have food and/or drinks? |  |
| Will anyone be SELLING anything at the event?  (e.g., food, merchandise, etc.) |  |
| Will you be charging a GATE FEE or ENTRANCE FEE? |  |
| Are you a public or non-profit organization? |  |
| Facility Hours | |

**Northwest Community Center Hours**

Monday – Thursday………….6:00 a.m. – 8:00 p.m.

Friday…………………….…….…6:00 a.m. – 8:00 p.m.

Saturday………………………. 10:00 a.m. – 2:00 p.m.

Sunday…….……………………………Call for Hours.

*\*We do not accept rentals past 8:00 p.m.!*

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| **Facility Use Fees** |

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| **Room** | **Standard Rate Fee** | **Commercial Rental Fee**  **(200% standard rate)** | **Size** | **Amenities** |
| **Party Room** | $40.00/hour | $80.00/hour | 39’ x 32’ | * Capacity 80 * Use for birthday parties or meetings. * Tables & Chairs available |
| **Sand Court** | $60.00/hour | $120.00/hour | 96’ x 60’ | * Capacity 100 * No food & drinks |
| **Half Gymnasium** | $55.00/hour | $110.00/hour | 48’ x 88’ | * Capacity 100 * No food and drinks * Sporting events only |
| **Dance Room** | $20.00/hour | $40.00/hour | 22’ x 35’ | * Capacity 25 * No food or drinks |
| **Music Room** | $20.00/hour | $40.00/hour | 32’ x 12 ‘ | * Capacity 15 * No food or drinks * Tables & Chairs available |

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| **Information** |

***Renter:***

* Rental application must be submitted at least 14 days prior to the requested day of event. Once your application has been approved, you will receive a rental agreement by email for you to sign and confirm your reservation.
* Rental Contract must be signed and paid 1 week in advance.
* After the contract has been completed, rental modifications must be approved by the Program Manager prior to rental date.
* All Facility Rentals must conclude by 8:00 PM.
* The Program Manager must approve all food requests.
* Commercial or For-Profit rentals are 200% the standard rate.
* All Salt Lake County programs take precedence over any rental requests.
* After-hours rentals will also require a $25/hr staffing fee.

***Cancellation policy:***

* Refunds for renter-initiated cancellations are based on advance notice to the Program Manager.
* Renters cancelling reservations within 72 hours of scheduled events will receive a full refund, minus a 25% administrative fee.

***Decorations:***

* Decorations may not be permanently fastened to light fixtures, tables, chairs, or other County property.
* Only use painter’s tape to adhere decorations. Scotch tape, thumbtacks, staples, etc. will not be permitted.
* All decorations will need to be removed at the end of the event.

***Cleanup Responsibility:***

* Areas must be returned to the conditions and order they were in before scheduled use. All litter, trash, and garbage must be deposited in the dumpsters outside the building. All spills must be wiped up immediately. The CENTER is not responsible for any equipment, supplies, or other property left on the premises All equipment must be left in a clean, sanitary condition and in proper working order.
* Tables and chairs need to be stacked and put away.
* *No nails, pins, staples, tape, glue or other device that will leave holes or mar the building are allowed*

***Alcohol:***

* The use or presence of alcohol is not permitted under any circumstances.

***Additional Staff:***

* Groups of 50+ are subject to a $25/hour staffing fee

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Office Use Only:** |

**Application Reviewed By:** Program Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_