

Please allow up to 72 business hours for a reply. Requests need to be placed at least 14 days in advance.



# 2025 Redwood Recreation Center

## Rental Request Form

Email to: [CSargent@saltlakecounty.gov](mailto:CSargent@saltlakecounty.gov)

Personal Information- <i>print neatly please</i>	
Full Name (responsible party)	
Name of Group Renting (if applicable)	
Best Phone Number	
Address City Zip Code	
Email Address	

Rental Information	
Type of Event	
Event Date(s) attach separate paper if needed	
Preferred Rental Time *see below for Center Hours* (must include time to set up and clean up)	
Is this a recurring rental?	
Number of People Attending	
What space/room are you looking to rent? (gym, dance room, Room, A, B, C, D. Kitchen is not rentable)	
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? (Food, merchandise, etc.)	
Will you be charging a GATE FEE or ENTRANCE FEE?	

Facility Information and Pricing				
Room <i>Map on back</i>	*Hourly Cost	Size	Capacity (standing/seated)	Notes
Gym	\$55	4,500 sq. feet	75 / 150	Sporting events only, No food or drink other than water
Dance room	\$20	408 sq. feet	15 / 13	No food allowed. Dancing & fitness only
Room A *	\$40	1,100 sq. feet	75 / 61	* Food & drink okay
Room B	\$20	600 sq. feet	40 / 33	No food or drinks
Room C	\$40	1,075 sq. feet	80 / 60	No food or drinks
Room D	\$20	266 sq. feet	44 / 14	No food or drinks

\*Hourly cost is based on a rental with LESS than 100 people. Any rental with MORE than 100 people will be charged an additional \$25 per hour for staffing.\*  
 Commercial/For-Profit rates will be charged 200% of standard rates.

### Redwood Recreation Center Hours

Monday – Thursday.....6:30 am – 8:30 pm  
 Friday .....6:30 am -7:30 pm  
 Saturday..... 8:30 am – 3:30 pm  
 Sunday.....8:30 am – 3:30 pm

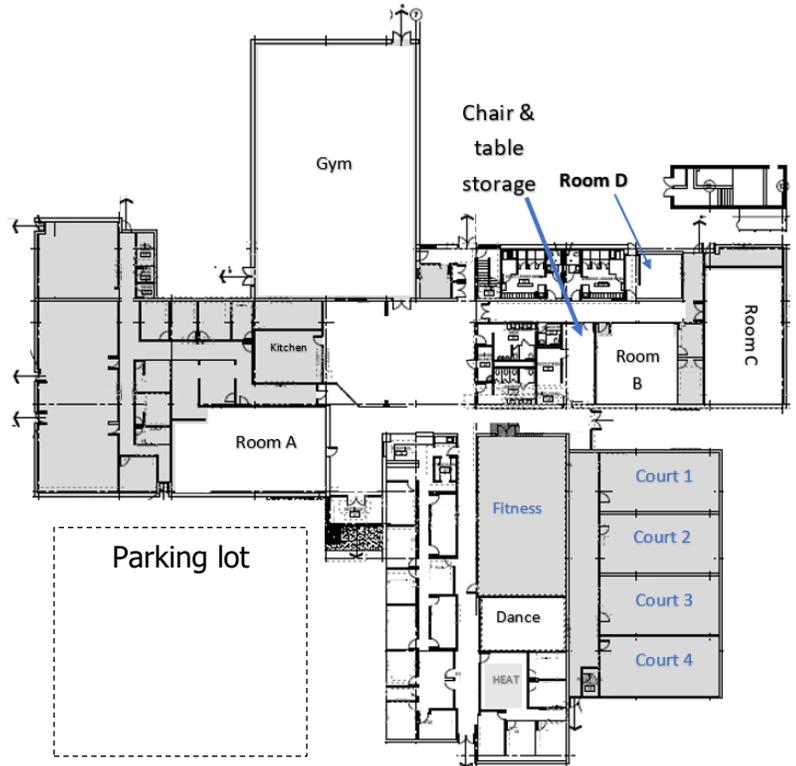
**\*We do not accept rentals outside normal business hours!\***

<p><b>Staff Notes:</b></p>	<input type="checkbox"/> Approved or Denied <input type="checkbox"/> Waiver signed <input type="checkbox"/> Payment rec'd _____ <span style="float: right;"><i>List date</i></span> <input type="checkbox"/> Receipt number _____
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I understand this is only a request and I will be notified by email if the rental is confirmed. \_\_\_\_\_  
*Customer signature*

# 2025 Redwood Recreation Center

- Patron Standards of Conduct is the expectation for all patrons who use the facility.
- Renters are responsible for all members of their party.
- Single use and Multiple reservations *must be paid* for in accordance with the Center Policies and Procedures, and Rules.
- *Storage* in the Redwood Recreation facility is solely for its programs and is *not available for rentals*, long term, or short term
- Parking in unauthorized areas will be enforced and vehicles may be towed.
- Smoking is prohibited at all entry areas of the facility. All patrons must smoke at least 30 feet away from the building.
- Renters are responsible to adhere to room capacity limits. Limits will be enforced.
- Set up and take down are the responsibility of the renter.
- Table and chairs must be properly cleaned, disinfected, and neatly put away after each use
- Reservation times must include set up and clean up times.
- Rental request must be received, contract signed, and payment received in full for rental to proceed. If a rental is not paid for, it will be cancelled. All past due amounts must be paid for future rental request to be considered.
- Additional information in the *Room Rental Information Sheet*



**Rental agreement:**

1. By Renting the facility, I agree to the Salt Lake County Parks and Recreation/Redwood Recreation Center Policies, Procedures and Rules. These Policies, Procedures and Rules will be included in the confirmation/invoice email and/or printout.
2. All Single use and Multiple Reservations must be paid for in accordance to the Center Policies, Procedures and Rules.
3. Organizer/Renter assumes all risk of loss in the event this rental is terminated. In no event shall County be liable for any costs or attorney fees expended by the Organizer/Renter in enforcing his/her rights under this rental. The Organizer agrees that County shall not be liable for indirect, incidental, or consequential damages, regardless of the form of action, nor shall it be liable for exemplary damages or lost revenue.
4. County reserves the right to terminate this Rental whenever County determines, in its sole discretion, it is in the County's interest to do so by providing at least fifteen days prior written notice. In this event, every effort will be made to make an arrangement that is mutually agreeable to both Organizer/Renter and County. Organizer/Renter agrees that the County's termination for convenience will not entitle Organizer/Renter to any rights or remedies provided by law or this Agreement for breach of rental by the County or any other claim or cause of action.
5. To cancel this rental, Organizer/Renter must notify the facility in writing at least seven (7) calendar days prior to its scheduled rental time. If Organizer/Renter fails to notify the facility in writing of Organizer/Renter's intent to cancel its time, Organizer/Renter agrees that it shall be liable for the scheduled time at full rental rates. If Organizer/Renter cancellations are made in a timely manner, the full rental amount, less a 25% administrative charge will be returned to the Organizer (pursuant to Countywide Policy #6570).

*I understand this is only a request and I will be notified by email if the rental is confirmed.* \_\_\_\_\_