



# Northwest Community Center

**Rental Request Form** (Please allow at least 14 days for review and confirmation)

Email: [pcatanzaro@saltlakecounty.gov](mailto:pcatanzaro@saltlakecounty.gov) Ph: 385-468-1320.

Applicant Information	
Full Name	
Name of Group Renting (if applicable)	
Phone Number	
Address, City, Zip Code	
Email Address	
Rental Information	
Type of Event	
Event Date(s)	
Preferred Rental Time <i>(must include time to set up and clean up)</i>	
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 am – 8:00 pm *(effective May 1, 2024...7 am-8 pm)*  
 Friday.....6:00 am – 8:00 pm *(effective May 1, 2024...7 am-8 pm)*  
 Saturday..... 10:00 am – 2:00 pm  
 Sunday.....Call for Hours.  
*\*We do not accept rentals past 8:00 p.m.!*

## Facility Use Fees

Room	Standard Rate Fee	Commercial Rental Fee (200% standard rate)	Size	Amenities
Party Room	\$40.00/hour	\$80.00/hour	39' x 32'	<ul style="list-style-type: none"> <li>Capacity 80</li> <li>Use for birthday parties or meetings.</li> <li>Tables &amp; Chairs available</li> </ul>

<b>Sand Court</b>	\$60.00/hour	\$120.00/hour	96' x 60'	<ul style="list-style-type: none"> <li>• Capacity 100</li> <li>• No food &amp; drinks</li> </ul>
<b>Half Gymnasium</b>	\$55.00/hour	\$110.00/hour	48' x 88'	<ul style="list-style-type: none"> <li>• Capacity 100</li> <li>• No food and drinks</li> <li>• Sporting events only</li> </ul>
<b>Dance Room</b>	\$20.00/hour	\$40.00/hour	22' x 35'	<ul style="list-style-type: none"> <li>• Capacity 25</li> <li>• No food or drinks</li> </ul>
<b>Music Room</b>	\$20.00/hour	\$40.00/hour	32' x 12'	<ul style="list-style-type: none"> <li>• Capacity 15</li> <li>• No food or drinks</li> <li>• Tables &amp; Chairs available</li> </ul>

**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:** \_\_\_\_\_

**Office Use Only:**

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