Community Center
Facility Use & Reservation Policy

I. INTRODUCTION & ROOMS

The South Jordan Community Center is a valuable community resource that is in high demand for city and public use. The South Jordan Parks & Recreation Division is charged with the scheduling of all uses to be conducted within the Community Center. City events, programs and activities are the principal purpose and have priority use of the Community Center. As a part of the City's overall purpose, events involving the South Jordan Arts Council the South Jordan Historical Committee, and the South Jordan Senior Citizens Committee shall receive early scheduling attention as they are considered to be city events. After all these reservations have been taken into consideration South Jordan residents, followed by non-residents, will have the opportunity to make reservations.

South Jordan City Community Center
10778 South Redwood Road
South Jordan, UT 84095
801-254-9888 Phone
801-254-9992 Fax

- Multi-Purpose Room # 113 (323 square feet)
- Multi-Purpose Room # 126 (357 square feet)
- Multi-Purpose Room # 127 (340 square feet)
- Multi-Purpose Room # 128 (630 square feet)
- Auditorium (Seats 270 people assembly style)
- Stage (23' x 45')
- Seating Area (Open space with chairs)
- Kitchen (Sink, ice machine and refrigerator)

II. FACILITY USE AND RESERVATION POLICY

A. Administrative Responsibility

The South Jordan Parks & Recreation Division Staff approves and administers rental of the Community Center in accordance with the general policy set forth.

B. Facility Availability

Rental hours for the South Jordan Community Center are as follows:

Monday	8am - 5pm
Tuesday – Friday	8am –10pm
Saturday	Call for available hours
Sunday	CLOSED

C. Facility Rental Hours

- There is a one (1) hour minimum
- All of the hours reserved must be on the same day and continuous.
- Rentals of more than one day must close between 10p.m. and 8a.m. the next day.
- No event can extend past 10p.m.

- Renter or designee must be present during all hours of scheduled event.
- Participants must adhere to hours on application.
- Rental hours should include time for set-up and clean up.
- All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery of supplies and/or equipment will not be accepted prior to indicated starting time of event.
- To adjust hours for an event, Recreation Staff should be contacted immediately. Recreation Staff reserves the right to deny such changes.
- South Jordan facilities are closed on observed City holidays.

D. Responsibility of Renters

- Renter is responsible for conduct of all participants, supervision of minors, damages and all fees due.
- Participants must agree to fully and promptly obey any and all lawful orders given by the Police Department and/or Fire Department.
- If police assistance is required, the event will be closed immediately, and the deposit will be forfeited.

E. Insurance

- Minimum coverage required depends on type of event, and will be decided at time of application.

F. Security/Chaperones

- Security will be required if occasion permits.
- The renter will pay the cost of security guards.
- Security guards must be at event the entire time guests are present.
- Security guards must be in uniform and are responsible for patrolling both the inside and outside of premises and must control all problems.
- The number of security guards will be decided at time of application.
- Adult chaperones are required for all youth activities (One for every 10 youth).

G. Alcoholic Beverages

- Alcoholic Beverages are prohibited at all City facilities.

H. Smoking

- Smoking is prohibited in all City facilities.

I. Fundraising

- Collection of money and sale of items is prohibited.

J. Parking

- Parking regulations must be followed at all times.

K. Failure to Comply

- Failure to comply with policies, terms and conditions will result in forfeiture of deposit and possible refusal to rent in the future.

L. Permit Revocation

- Recreation Staff reserves the right to revoke use permits at any time for any reason deemed necessary, including: failure to observe any rule, regulation or ordinance of South Jordan; fights, vandalism, or misconduct; advertising an event before

approval of application; exceeding room capacity; giving incomplete or incorrect information regarding the nature of event or number in attendance.

- If event is canceled for such reasons, no refund of fees and/or deposit will be given.
- Recreation Staff reserves the right to revoke use permits when facility is needed for emergency, in which case all fees and deposits will be returned.

M. Suspension of Rules

- South Jordan Parks and Recreation Division administers the use of Community Center. The Division may, for good cause, suspend the rules contained herein and/or develop additional rules governing use.

III. TERMS AND CONDITIONS

A. Reservation Procedures

- Reservations may be made in person at South Jordan Community Center, 10778 South Redwood Road, South Jordan, UT 84095.
- Telephone reservations are NOT accepted.
- Reservations must be made at least one week in advance and no more than six months in advance of reservation date, pending availability of the specific date and time.
- Security deposit is due at time of application.
- Room rental fee is due one week prior to reservation date.
- Acceptance of application will be reviewed on a case-by-case basis.
- Application is not approved until signed by Recreation Staff.

B. Kitchen

- When renting kitchen facilities, renter may use sink, ice machine and refrigerator.
- All other supplies must be provided by the renter.
- South Jordan is not responsible for loss or damage.

C. Decorations

- All decorations must be pre-approved by Recreation Staff.
- All set-up and takedown of decorations is the responsibility of the renter.
- NO staples, tacks or nails allowed.
- Helium balloons must be anchored and removed after event.
- No open flames, such as candles, are allowed.

D. Custodial

- Applicants must leave all areas of the facility used in as clean a condition as they were found, including the restrooms.
- If extra cleaning by our staff is needed, funds will be taken from the security deposit.
- If extra cleaning exceeds the security deposit, the renter will be billed the balance.

E. Recreation Aide (Facility Attendant)

- A Recreation Aide will be on duty during all events.
- Event attendance in excess of 200 people requires a 2nd Recreation Aide which will be billed to the renter at the rate of $20.00 per hour.
- The Recreation Aide is authorized to close an event for failure to comply with the Facility Use and Reservation Policy.

F. Use of Equipment

- Use of South Jordan equipment is subject to availability.
- Equipment available at no extra charge includes tables and chairs.
- No equipment will be loaned or removed from the Community Center.
- Room arrangements, this includes set-up and take down of tables and chairs, the use of the heating/cooling system and lights, needs to be approved by the staff on duty.

IV. USER CLASSIFICATION

A. Resident

- Owns, resides or rents on a continual basis within the South Jordan City limits.
- Owns or operates a business within South Jordan City limits.
- Works full-time for South Jordan City.

B. Non-Resident

- All other persons not meeting the requirements of a resident.

V. FEES SCHEDULE

A. Security Deposit

- A refundable security deposit is required at time of application.
- Please allow 2 weeks after your event for the deposit to be mailed to the address on your application.

Category	Deposit
Resident	$ 103.00
Non-Resident	$ 155.00

B. Hourly Rental Fees

Room	Resident	Non-Resident
Multi-Purpose # 113 (323sq. feet)	$11.00	$16.00
Multi-Purpose # 127 (340 sq. feet)	$16.00	$26.00
Multi-Purpose # 126 (357 sq. feet)	$26.00	$36.00
Seating Area (Open Space with Chairs)	$26.00	$36.00
Multi-Purpose # 128 (630 sq. feet)	$36.00	$47.00
Auditorium & Stage (270 seats, assembly)	$82.00	$103.00
Kitchen	$11.00	$16.00
Weddings	$200.00	$300.00

C. Additional Charges

- Overtime will be charged for all time used above and beyond reserved hours.
- Overtime is $20 per hour.
- Security deposits are fully refundable unless:
    1. Event extends beyond reserved hours.
    2. Facility or equipment is damaged.
    3. Fights, vandalism or misconduct occurs.
    4. Facility is not left clean.
    5. Police assistance is required.
- Fees due, resulting from one or more of the above will be taken from security deposit. Renter will be billed for any fees greater than the deposit.
- If renter refuses or fails to pay billed balance, legal action will be taken.

- Renter will not be allowed to use South Jordan facilities until full payment has been made.

D. Cancellation Fee

- If cancellation is necessary, the Recreation Coordinator must be notified at least one week in advance.
- If reservation is cancelled more than three (3) weeks prior to event, entire deposit less a $20.00 non-refundable cancellation fee will be refunded.
- If reservation is cancelled less than three (3) weeks prior to event, 50% of deposit will be returned.
- Deposit will not be returned for cancellations made less than seven (7) days prior to event.

E. Payment of Fees

- The security deposit is due at time of application.
- Room rental fees are due one week prior to the reservation date.
- Failure to meet this policy may result in cancellation of reservation and forfeiture of deposit.
- Any damage or loss to facility or equipment is the responsibility of the renter.
- Renter will be liable for any and all costs of restoring, replacement, damage or loss.
- All checks and money orders must be made out to South Jordan City.

Revised 5/28/03
New fees effective July 1, 2003