



Sorenson Unity Center
SORENSEN UNITY CENTER
Rental Policies & Procedures

- Please note the Policies and Procedures apply to all events, such as private parties, programs and weddings. Events with attendance of **500** or more are required to have Permits, Insurance etc.

Defined Terms:

- “Application” means the *Application for Use* form which must be completed by the proposed Renter and approved by the Sorenson Unity Center staff in order to obtain a Rental Agreement to conduct an Event at the Sorenson Unity Center.
- “City” means Salt Lake City Corporation.
- “Damage Deposit” is defined below.
- “Event” is an approved activity at or part of the Sorenson Unity Center
- “Rental Agreement” means a written approval given by the Sorenson Unity Center to conduct an Event at or part of the Sorenson Unity Center. The Rental Agreement constitutes a contract between the Sorenson Unity Center and the Renter with regard to the terms and conditions applicable to the Renter’s use of the Sorenson Unity Center. The Rental Agreement shall be deemed to incorporate the Policies and Procedures set forth herein.
- “Policies and Procedures” means the Sorenson Unity Center policies and procedures contained herein.
- “Renter” is the person or organization that has received a Rental Agreement to use all or part of the Sorenson Unity Center.
- “Renter’s Key Contact” is the person designated by the Renter to be responsible for all communications with the Sorenson Unity Center. Among other things, Renter’s Key Contact shall be responsible for ensuring that the terms and conditions of the Rental Agreement are fulfilled. Renter’s Key Contact shall be present at the Event at all times unless Renter’s Key Contact specifically designates an alternate representative.
- “Total Rental Fee” is defined below.

Application process for use of the Sorenson Unity Center

- An Application must be obtained from, completed and submitted to Sorenson Unity Center Staff
- The Application must be approved by the Sorenson Unity Center. If the Application is approved and all conditions to the issuance of the Rental Agreement have been performed, a Rental Agreement will be issued to the Renter. An application can be denied for any reason.
- If the Rental Agreement is not signed and the deposit made within 48 hours of receiving the Rental Agreement, the event will be cancelled. The date for an event is not considered “booked” until the deposit and signed Rental Agreement is received. The Sorenson Unity Center operates on a first come, first serve, first pay, basis.
- Any event booked within thirty (30) days of scheduled event, complete payment must be made with credit card or cashier’s check only.

- For an application to be approved all outstanding payments from previous events must be paid in full by credit card or cashiers check.
- Applications can be denied for not following policies and procedures from past events or for damages not paid for.
- All Renters must comply with these Policies and Procedures, as modified from time to time, and such additional terms and conditions that may be contained in the Rental Agreement.

Permits

- In addition to the Rental Agreement (as defined above), the Renter must obtain and possess all other permits and licenses required for its Event. The Renter must allow adequate lead time to obtain such permits and licenses.
- Copies of all relevant permits and licenses must be delivered to the Sorenson Unity Center at least thirty (30) days prior to the Event. The Renter will be charged a \$100 administrative fee for any permits and/or licenses not delivered thirty (30) days prior to the Event.
- All permits and licenses (including the Rental Agreement) must be in the possession of Renter's Key Contact during the Event and must be available upon request by staff of the Sorenson Unity Center.
- The Renter must review the following list and decide which permits and licenses are required (among others) for its Event:

1. Mass Gathering Permit, (for 500 or more attendees)
County Health Department Tom Trevino, 313-6625
 788 East Woodoak Lane, 5380 South, Room130, Murray, UT 84107
2. Temporary Beer Permit or Liquor and Wine Permit
Department of Alcoholic Beverage Control (DABC) 977-6800
 1625 South 900 West, SLC, UT 84104
3. Temporary Food Handlers' Permit
Salt Lake County Bureau of Food Protection 313-6620;
 788 East Woodoak Lane, 5380 South, Murray, UT 84107
4. Alcohol Sales Permit – Beer
Salt Lake City Business Licensing Department, Moreno, Jennifer, 535-6644
 451 South State Street, Room 225, SLC, UT 84111
5. Food and Beverage Permit
Salt Lake City Business Licensing Department, Moreno, Jennifer, 535-6644
 451 South State Street, Room 225, SLC UT 84111
6. Business Permit for Vendor Booths
Salt Lake City's Business Licensing Department, Moreno, Jennifer, 535-6644
 451 South State Street, Room 225, SLC UT 84111
7. Vendor's Temporary Sales Tax License
Utah State Tax Commission, Robin King, 297-6303
 210 North 1950 West, SLC, Utah 84134
8. Any questionable activities with regard to safety, etc. are the responsibility of our client to find out if a permit or permission is required.

Rates

See Rental Rate Sheet for updated charges

- All rates are based on one staff representative opening and closing doors; use of current stock of chairs and tables (7 tables 150 stackable chairs); request for changes to the Performance Theatre seating may result in additional charges.
- Non-profit must have 501 (c) (3) status
- Additional charges will be assessed for failure to follow policies and procedures
- **NOTE:** The sound/and lighting equipment may not be adequate for musical and theatrical performances additional equipment may be added at renters expense.
- For theatrical performances, renters are required to use a pre-approved vendor for lighting, sound technician/equipment; not included in rental fee.
- Resident = Poplar Grove and Glendale residents only (84104, 84116 to North Temple) Proof of residency is required
- Rates based on 6 hour consecutive period, including set-up and strike
- All equipment rentals and vendor materials will be order and organized by renters, but approved by SLC management
- Additional charges for janitorial services may apply.

Due to LEED existing building certification renters will be required to use sustainable materials including, but not limited to lighting, AV, office equipment, electronics, cleaning supplies, recycling and consumable products must be at least 30% or more recyclable material (including, but not limited to paper; toner cartridges, desk accessories binders and batteries(batteries must be rechargeable). All events must recycle all appropriate material. Recycling bins will be provided by Sorenson Unity Center

- All events that serve Alcohol must use Salt Lake City Police officers as security at an additional charge. For UDABC, ordinances, statutes, regulations and permits go to:

<http://www.alcbev.state.ut.us/index.html>

Reserving the Sorenson Unity Center

- In order to confirm a reservation for the Sorenson Unity Center the proposed Renter must deliver a (“Damage Deposit”) to the Sorenson Unity Center at the time the Rental Agreement is signed by Renter. The event date is not confirmed until deposit and Rental Agreement have been signed and received.

Damage Deposit

- **A \$100 damage deposit (“Damage Deposit”) is required for an Event serving less than 75 participants.** Renter is financially responsible for any damages incurred by Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees.

- **A \$250 damage deposit (“Damage Deposit”) is required for an Event serving 75 participants or more.** Renter is financially responsible for any damages incurred by Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees.

- The Damage Deposits, minus any necessary deductions for damaged property, clean-up and other work necessitated by Renter’s failure to perform such work, overtime fees for Sorenson Unity Center staff and other costs resulting from modifications to the Rental Agreement or Renter’s failure to comply with the Rental Agreement will be returned to the Renter within forty-five (45) days after the Event. If part or all of the Damage Deposit is withheld, the Sorenson Unity Center will deliver to the Renter a written explanation of

the amounts withheld, within forty-five (45) days after the Event. The amount withheld is at the discretion of the Sorenson Unity Center staff.

Payment

- All charges, including the Damage Deposit and the Total Rental Fee must be paid in full thirty (30) days before the Event.
- The Sorenson Unity Center reserves the right to cancel the Rental Agreement if the Damage Deposit and the Total Rental Fee is not paid when due. There will be no refunds of any money paid if the event is cancelled because of payment not received when due. If the Sorenson Unity Center chooses not to cancel the event and decides to take full payment there will be a late fee assessed and the payment must be made with a cashier's check or credit card due upon notice of decision to not cancel event.
- No personal checks will be accepted for payment.

Cancellation Policy

- The Sorenson Unity Center will **not** refund within thirty (30) days of the event if the renter cancels the event or if the event is cancelled by the Sorenson Unity Center due to breach of contract by the renter.
- Changing a date for the Event within thirty (30) days of the event is treated as a cancellation.
- An event can be cancelled any time, for any reason.
- If an event is cancelled it needs to be in writing at time of cancellation or full payment will be pursued.
- In case of inclement weather (determined in the sole discretion of the Sorenson Unity Center staff) on the day of Event:
 - The Sorenson Unity Center will refund one-half of the Total Rental Fee if the Event is cancelled prior to the scheduled set up time.
 - No refunds will be made if the Event is cancelled after the set up time of the Event.

Caterers, Music, Entertainment & Photography

- Renter may select the caterer, musicians, DJ, and photographer of its choice for its Event. However; the Sorenson Unity Center has the right to review all providers and prohibit due to any previous infractions of policies and procedures.

Flowers, Decorations & Equipment

- The Sorenson Unity Center reserves the right to approve the location and manner of displaying decorations. Without limitation, the Sorenson Unity Center may require the removal of any decorations that do not conform to the following guidelines: If the Renter fails to remove any such decorations, the Sorenson Unity Center may remove such decorations and charge Renter for the costs of such removal.
 - The exhibits, furniture, equipment, personal property, physical improvements, landscaping, planters located at the Sorenson Unity Center Plaza may not be moved, rearranged or otherwise disturbed.
 - Renter may install decorations only in the area rented and in the area(s) approved by the Sorenson Unity Center.
 - No signs, banners or displays may be affixed to any structure at the Sorenson Unity Center other than as pre-approved by the Sorenson Unity Center.

- No tape or other fasteners may be placed on any furniture, walls, windows, doors or door frames.
- Displays must be soundly constructed to protect persons and property from damage and protected from the elements and vandalism and comply in all respects with all federal, state and City statutes, regulations, and ordinances
- Displays must not obstruct or impede access to and through entrances, exits or passageways. The placement of displays shall be subject to prior approval by Sorenson Unity Center.

Banners

- Sorenson Unity Center, corporate, private and non-profit sponsor banners are permitted according to express written agreement with the Sorenson Unity Center. Hanging of banners will be under Sorenson Unity Center discretion and in locations approved by the Sorenson Unity Center.

Vendors

- Independent Cart Vendors must obtain a license or permit from the City's Business Licensing Department. Special Event vendors must possess all necessary business permits and operate in conjunction with the Special Event/program.
- It is the Renter's responsibility to return all Vendor forms at least thirty (30) days prior to Event. The Sorenson Unity Center has the right to prohibit a vendor from participating in the renter's event due to previous infractions of vendor policies and procedures or renters policies and procedures.

Before the Event

- Evidence of Event liability insurance coverage as required by the Sorenson Unity Center must be delivered to the Sorenson Unity Center thirty (30) days prior to the Event, if a mass gathering permit (500 + attendees) is required.
- Each vendor must be provided with a copy of its Vendor Agreement form.
- All Vendor Agreement forms must be delivered to the Sorenson Unity Center Staff two (2) weeks prior to Event.
- A map of equipment included with rental from the Sorenson Unity Center for set up must be submitted at least (2) weeks prior to the date of event or client will be responsible for setting up the rented equipment.
- Schedule an appointment with the Sorenson Unity Center staff at least two (2) weeks prior to Event to review map and location of the equipment set up and to finalize Event details.
- An Event Fact Sheet containing detailed information regarding the Event must be provided to the Sorenson Unity Center Staff at least thirty (30) days prior to Event.
- No property may be delivered to the Sorenson Unity Center prior to Renter's scheduled set-up time.
- A representative of the Renter must be present for deliveries or pickups (i.e. equipment rented from offsite vendors). The Sorenson Unity Center will not provide any services or accept any responsibility for receiving deliveries or removing property for the Renter.
- Handling and set-up of Sorenson Unity Center equipment is the sole responsibility of the Sorenson Unity Center staff unless otherwise noted.

During the Event

- Children must be properly supervised by an adult at all times.
- No pets or animals of any kind are allowed without prior written consent of the Sorenson Unity Center; provided, working animals, such as seeing eye, hearing and service dogs will be allowed where appropriate.
- Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees shall comply with all applicable laws, which includes all liquor laws, as required by the UDABC, ordinances and statutes, regulations, permits and licenses, and shall comply with the directives of the City Police, Fire Forces and the Sorenson Unity Center.
- The web site address for UDABC is <http://www.alcbev.state.ut.us/index.html>
- Any security requirements for the Event must be staffed by the City's contracted security company or with Salt Lake City police department.
- Amplified sound for the Event must be limited to the following:
 - Monday through Friday, 12:00 p.m. – 1:00 p.m. and/or 5:00 p.m. – 10:00 p.m.
 - Saturday and Sunday, 12:00 p.m. – 10:00 p.m.
 - Amplified sound must not exceed 55 decibels at property line according to Salt Lake County Health Department regulations. The Sorenson Unity Center may terminate an Event if the sound restriction is violated.
- No merchandise or food may be displayed or sold at the Sorenson Unity Center without prior written consent of the Sorenson Unity Center.

After the Event

- No property may be stored at the Sorenson Unity Center after the Event.
- The Sorenson Unity Center will not be responsible for any items left behind or lost or stolen at the Sorenson Unity Center.
- Renter shall clean up the Sorenson Unity immediately after the Event, and restore the Sorenson Unity Center to its condition prior to the Event. The Sorenson Unity Center must be cleared of all evidence of the Event, including, trash, litter, chairs and equipment not belonging to the Sorenson Unity Center.

Additional Costs and Damage Fees Payable by Renter

- The Sorenson Unity Center staff will inspect the site of the Event after clean up. If the Sorenson Unity is left unclean and damaged, the Renter will pay all costs of clean up and repair.
- If delay from clean up prohibits the use of the Sorenson Unity Center by other Renters Renter shall pay the Sorenson Unity Center an additional charge as determined by the Unity Center to compensate for lost income and expenses.
- If any evidence of the Event remains after Event, the Renter will be charged \$250 per day until clean up is completed.
- Renter shall reimburse the Sorenson Unity Center for any costs it incurs to perform clean up and repair work that is not performed, as required, by Renter.
- Renter shall reimburse the Sorenson Unity Center for all legal fees and costs incurred to enforce these Policies and Procedures and any additional terms and conditions contained in the Rental Agreement.

Miscellaneous

- Priority scheduling is on a first come, first serve basis.
- Use of the Sorenson Unity Center must not place the Sorenson Unity Center, participants or spectators above an acceptable level of risk or harm, damage, or injury as determined by the Sorenson Unity Center staff.
- The Renter is responsible for the activities and conduct of its agents, vendors, employees, licensees, permittees, contractors, subcontractors, and invitees, as well as participants and guests of the Event. Renter shall take all appropriate action to make certain that all persons attending or involved with the Event conduct themselves in a lawful and orderly fashion, respectful of the rights of others.
- Mistreatment of persons or property or violation of these Policies and Procedures, the terms and conditions of the Permit and Sorenson Unity Center regulations and policies may constitute justification for denial of future requests to use the Sorenson Unity Center by the Renter.
- The Sorenson Unity Center is committed to policies of equal opportunity, affirmative action and nondiscrimination. The Sorenson Unity Center seeks to provide equal access to its programs, services and activities for people of all abilities. Reasonable prior notice is needed to arrange accommodations. The Sorenson Unity Center will neither grant nor deny permission to use its facilities for any reason that is in violation of constitutional standards or discriminates on the basis of race, color, ethnic origin, sex, sexual preference, religion, ability, age, political belief or other impermissible basis.
- All, agents, vendors, employees, licensees, permittees, contractors, subcontractors, and invitees of Renter are bound by these Policies and Procedures and the terms of the Permit and any other permits and licenses applicable to the Event.

Indemnification

- The Renter shall hold harmless, defend and indemnify the Sorenson Unity Center, the City and their members, officers, directors, employees and agents (collectively, "Covered Parties") from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of the these Policies and Procedures and the terms and conditions of the Permit by Renter, (b) Renter's use of Sorenson Unity Center or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, except where such claims, losses causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the Covered Parties.

Insurance

- If a Mass Gathering Permit (500+ attendees) is required for Event, Renter must show proof of insurance thirty (30) days in advance, naming the sponsoring organization and Sorenson Unity Center and Salt Lake City Corporation for the following coverages:
 - Commercial liability insurance in the amount of \$1,000,000 per occurrence
 - If liquor is served, the commercial liability policy should be endorsed to include liquor legal liability coverage.
 - Property damage coverage either as a separate policy or as an endorsement to the commercial liability policy in the amount of \$500,000.

- By signing below, the undersigned acknowledges and agrees that it has read and shall be bound by and comply with the Policies and Procedures set forth above. The undersigned represents that it has legal authority to sign on behalf of and bind the party for whom he or she signs.

Please keep the original signed document and make a copy for the Event Representative

Name of Event/Organization

Date of Event

Print

Event Representative

Date

Print

Signature