



Sorenson Unity Center

APPLICATION FOR USE

1383 South 900 West, Salt Lake City, Utah 84104
P.O. Box 145549, Salt Lake City, Utah 84114-5549
Phone (801) 535- 6533 Fax: (801) 886-0366
www.sorensonunitycenter.com

This application must be filled out completely and submitted to Unity Center staff. Please read all of the Rental Policies and Procedures thoroughly. Additional information may be requested by the Sorenson Unity Center to determine use.

1. Name of Sponsoring Organization _____

Address _____

City _____ State _____ Zip Code _____ Federal ID Number _____

2. Name of Event _____

3. Contact Name _____

4. Phone _____ Work/Cell/Home _____

Fax _____ Email _____

5. Check one: Non-Profit Organization, (If yes, please list your sales tax exempt number _____)
- Non-Profit w/Commercial (non-profits charging for event)
- Glendale/Poplar Grove resident (If yes, please attach proof of residency- 84104 and 84116 to North Temple)
- Community Council Meeting
- Private/Commercial Programming (internal event)

6. Equipment and Services requested for use: All rentals include 150 chairs and 7 tables. For additional fees see Rental Rate form

- | | |
|--|---|
| <input type="checkbox"/> Salt Lake City Police Officer (Required with alcohol) | <input type="checkbox"/> Stage Setup (See Event Specialists for layouts and dimensions) |
| <input type="checkbox"/> Tables (7 max) How many _____ | <input type="checkbox"/> Chair (150 max) _____ |
| <input type="checkbox"/> Projector (Includes screen and DVD-VHS Combo) | <input type="checkbox"/> Wireless Internet |
| <input type="checkbox"/> Piano | <input type="checkbox"/> MAC VGA Adapter |
| <input type="checkbox"/> Lighting Board (Includes Theatrical Light package) | <input type="checkbox"/> Screen |
| <input type="checkbox"/> DVD-VHS Combo | <input type="checkbox"/> Theatrical Lights (Includes single man lift usage) |
| <input type="checkbox"/> Single Man Lift Usage | <input type="checkbox"/> PC Laptop |
| <input type="checkbox"/> Audio System (Includes CD player, microphones and inputs) | <input type="checkbox"/> Power Point Remote w/Laser Pointer |

7. Area(s) requested for use:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Main Lobby/Gallery | <input type="checkbox"/> Performance Theater | <input type="checkbox"/> Reception Area | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Class Room | |

8. Date(s) requested _____ Event Hours _____ A.M./P.M. (to) _____ A.M./P.M.

Set Up Begins _____ A.M./P.M. Strike A.M./P.M. _____

(Maximum 6 hours including setup and strike or hourly rate will apply)

9. Expected attendance _____ Event purpose _____

10. Has this event been held before? Yes No When _____ Where _____

11. How did you hear about the Sorenson Unity Center for your event? _____

12. How will this event be promoted? Radio TV Press Poster Flyers Other _____

Sorenson Unity Center requires all marketing/press/media include our logo and be approved by SLC management

13. Is fund raising involved? Yes No; Purpose _____

14. List of Sponsors/Partners _____

15. Will food be served or sold? Yes No; If yes, what _____

16. Will you use a caterer? Yes No
If yes, name of caterer _____ Phone _____

17. Will alcohol be served? Yes No; If yes: Beer Wine Liquor
If Alcohol is served at least (1) Salt Lake Police Officer must be used as security. Applicant is responsible for paying for security.

18. Will anything else be distributed or sold? Yes No; If yes, what _____

19. What equipment, materials, displays, etc. will you bring on site? _____

20. Will you use signs or banners? Yes No; If yes, how many _____ size (s) _____

Signature of Applicant _____ Date Received _____

Acceptance of this application by The Sorenson Unity Center **does not constitute approval** or availability. **Rental Agreement** must follow this application.