

# Rental Policy

Canyon Community Center  
PO Box 187, 126 Lion Blvd., Springdale, UT 84767  
435-772-3434, 435-772-3952 (fax)

The Canyon Community Center and Springdale Town Library are located at 126 Lion Blvd. The Center contains facilities that can be reserved for functions. This document states rules, regulations, procedures and fees governing the use of the facilities, and should be followed to fill out the Rental Request Form

## Classifications

### Definition of "Local"

1. Resident of Springdale, Rockville, or Zion National Park.
2. Owner/Employee of business in Springdale.
3. *To qualify, employees must work an average of 20 hours per week/1040 hours per year. Documentation of employment status must be provided at time of rental.*
4. Property owner (local taxpayer) in Springdale.

*Canyon Community Center Coordinator may make exceptions on a case-by-case basis for individuals/organizations which have shown significant positive contributions to the community.*

### Group 1A – Local Public Agencies and Public Events

Public agencies directly serving the Towns of Springdale, Rockville, and Zion National Park and activities and events conducted for the benefit of the public agency or the public.

Examples: Town of Springdale, Springdale Library, Springdale Elementary School, Zion National Park Service

### Group 1B – Social/Welfare Activities and Local Non-Profit Organizations

Local charitable and social welfare volunteer organizations, local non-profit organizations and events where the activity is open to the public for the primary purpose of serving the local community.

Examples of organizations: - Zion Forever Project, Zion Canyon Visitor's Bureau, local church organizations, Z-Arts, Boy Scouts, Girl Scouts, YAZ, Local HOAs.

Examples of activities: blood drives, community presentations/lectures, AA meetings.

### Group 2 – Non-Commercial Private Events

Private, non-commercial events that are by invitation only or otherwise not open to the public.

Examples of activities: Reception, birthday party, reunion.

- Local
- Non-Local

### Group 3 – Non-Local Non-Profit Organizations (Private)

Non-local organizations with current IRS non-profit status where the purpose of the activity is to benefit the organization, and is not open to the general public.

Examples of organizations: 501(c) organizations, American Red Cross, American Cancer Society, Best Friends Animal Sanctuary.

Examples of activities: Board meetings, retreats, trainings, seminars.

## Group 4 – Commercial

For profit companies, groups, associations, and individuals whose event is self-benefiting. This includes commercial and other money-making events, or events that support for-profit organizations.

Examples of organizations: Professional associations, businesses and corporations.

Examples of activities: corporate retreats, trade shows, company training

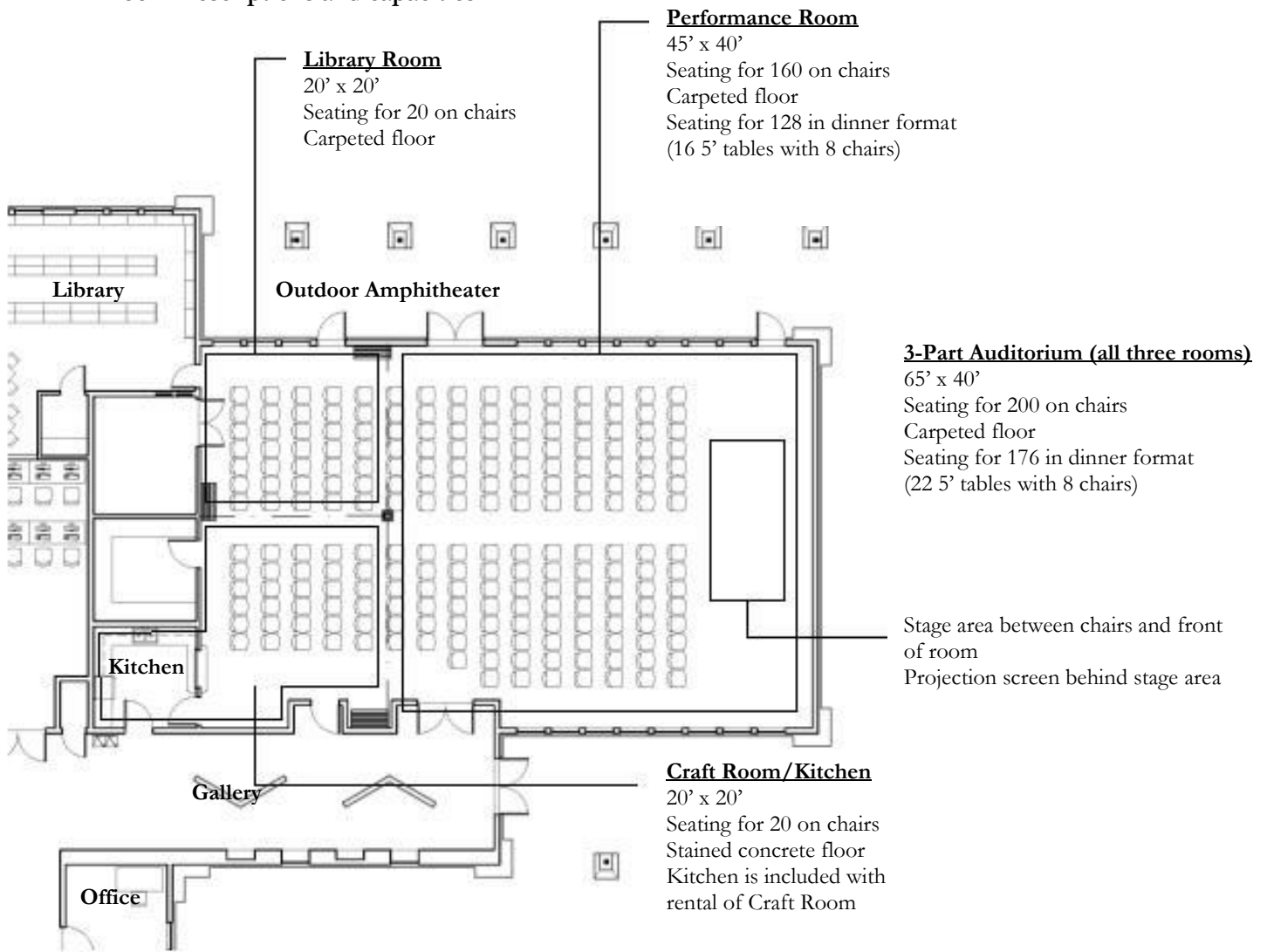
- Local
- Non-Local

## Priority of User Groups

Scheduling will be based upon a month-by-month rolling calendar. In the case of scheduling conflict, priority will be given to Group 1A.

## Room Rental & Use Fees

### Room Descriptions and capacities



**Rental Fees**

**Group 1A & 1B– Local Public Agencies & Local Social and Welfare Activities**

Facility	Hourly (2-hour min)
3-part Auditorium	No Charge
Performance Room	
Library Room	
Crafts Room/Kitchen	
Amphitheater	

**Group 2 – Non-Commercial Private Events**

Facility	Local Hourly (2-hour min)	Non-Local Hourly (2-hour min)
3-part Auditorium	\$50.00/hr	\$200.00/hr
Performance Room	\$30.00/hr	\$120.00/hr
Library Room	\$10.00/hr	\$40.00/hr
Crafts Room/Kitchen	\$10.00/hr	\$40.00/hr
Amphitheater	\$5.00/hr	\$20.00/hr

**Group 3 – Non-Local Non-Profit Organizations**

Facility	Hourly (2-hour min)	
3-part Auditorium	\$100.00/hr	
Performance Room	\$60.00/hr	
Library Room	\$20.00/hr	
Crafts Room/Kitchen	\$20.00/hr	
Amphitheater	\$10.00/hr	

**Group 4 – Commercial**

Facility	Local Hourly (2-hour min)	Non-Local Hourly (2-hour min)
3-part Auditorium	\$100.00/hr	\$300.00/hr
Performance Room	\$60.00/hr	\$180.00/hr
Library Room	\$20.00/hr	\$60.00/hr
Crafts Room/Kitchen	\$20.00/hr	\$60.00/hr
Amphitheater	\$10.00/hr	\$30.00/hr

**Available Equipment**

Applicants are responsible for providing equipment needed in addition to the equipment available from the Canyon Community Center. Equipment may not be removed from the facility. Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Storage is unavailable before or after an event. **Applicants are responsible for the setup and takedown of any rental equipment, except the dance floor.**

### Available Equipment

Equipment	Rental Fee	Deposit
<b>Tables (18 5'-round, 6 6'-rectangular, 6 8'-rectangular)</b>	Included with building	N/A
<b>Chairs (200)</b>	Included with building	N/A
<b>Projection Screen</b>	Included with building	N/A
<b>Internet Access</b>	Included with building	N/A
<b>Projector/Sound System</b>	Included with building	N/A
<b>Microphone</b>	\$25.00	\$100.00
<b>Dance Floor</b>	\$500.00	\$500.00
<b>Upright Piano</b>	Included with building	N/A
<b>Baby Grand Piano</b>	\$100.00	\$500.00

### Deposits and Payment Schedules

#### Security Deposit

Facility	General Deposit	Alcohol Deposit
<b>3-part Auditorium</b>	\$600.00	\$500.00
<b>Performance Room</b>	\$300.00	
<b>Library Room</b>	\$100.00	
<b>Crafts Room\Kitchen</b>	\$100.00	
<b>Amphitheater</b>	\$60.00	

Deposits will be required to ensure proper care is taken of the facilities and equipment. All deposits will be cashed and deposited prior to the event. Deposits will be refunded within one week following the post-event inspection provided there are no violations of the Rental Policy, damages to the facility, equipment, or excessive cleaning required. Costs to repair damages to facility or equipment, or clean the facility, will be deducted from the deposit. Violations of the rental policy that are brought to the attention of the renter, and left uncorrected, will result in withholding of 10% of deposit per violation noted. Renter, not caterer, event planner, or any other person, is responsible for ensuring that terms of rental contract are complied with.

Continuous use applicants may pay a one-time damage deposit to be retained for all future rentals.

Security deposit and alcohol fee, if applicable, and one-half of rental fee(s) must be paid when the Canyon Community Center User Agreement is signed. Payment balance, plus any equipment rental fees will be due 30 days in advance of scheduled event. In the event the activity is scheduled less than 30-days in advance, full payment is due when the reservation is made.

An additional refundable deposit will be charged for events where alcohol is served; please see Alcohol permit and additional insurance section.

Payment for rental fee may be by cash, check, or credit card. Deposits may **only** be paid for by cash or check.

### **Insurance Requirements**

All applicants shall provide the Town of Springdale with a valid Certificate of Liability written through carriers acceptable to the Town of Springdale, and Utah Local Governments Trust. Such certificate shall provide General Liability protection in the amount of \$3,000,000 per occurrence. If alcohol is to be consumed, Liquor Liability coverage is also required.

The applicant must be specified as the insured. The Certificate shall name the Town of Springdale, its officers and agents, as an “*additional insured*” in conformance with the hold harmless agreement as outlined in the Canyon Community Center User Agreement and must specify that the applicant’s insurance shall be primary to any insurance carried by the Town. The certificate shall be properly executed with the original signature of the authorizing insurance agent. A copy of the Insurance Certificate is required with final payment.

### **Alcohol Permit**

Events open to the general public or private events that charge for alcohol served must adhere to Utah State DABC rules and regulations (801-977-6800 & [www.alcbev.state.ut.us](http://www.alcbev.state.ut.us)) and provide a copy of the single event permit with final payment.

Privately hosted events, which are closed to the public and do not charge for alcohol or admission, do not need a DABC permit. However, additional insurance is required (see Insurance Requirements). Beer kegs are not allowed at any time per state law.

### **Hours of Rental Use**

- The Canyon Community Center is available for rental Monday thru Saturday from 7:00 A.M. to 9:00 P.M. It will be closed on Sundays for general rentals, but may be available to community-serving programs as approved by the Canyon Community Center Coordinator on a case-by-case basis.
- The minimum rental period is two (2) hours.
- Renter is responsible for ensuring terms of rental contract are complied with.
- **Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.**
- **The room must be vacated by the time specified on the Rental Request Form.**

### **How to Make a Reservation**

- To make a reservation to use the facilities at the Canyon Community Center, a Rental Request Form must be submitted to the Center via U.S. mail, internet reservation site, or in-person during regular business hours.
- In order to receive a local rate, the applicant must supply proper verification.
- Groups who are applying under the Group 3 classification must supply a copy of their current I.R.S. Tax Exemption Certificate.
- All requests will be reviewed and processed within a five (5) working day period. User agreement and deposits plus ½ rental fee must be returned within the next five (5) working days.
- If payments are not received as outlined, the applicant’s reservation will be voided and the scheduled time will be opened for other rentals.

### **Cancellations, Changes & Refunds**

- Cancellations must be made in writing by the applicant and must be submitted to the Canyon Community Center via fax, U.S. mail, or in-person during regular business hours.
- In the event it may be necessary to reschedule, relocate or cancel a request previously approved, the group or individual will be given as much advance notice as possible, with complete refund.
- Refunds will be handled as follows:
  - All cancellations will be charged a \$25.00 processing fee.
  - If the request is received 31 days or more prior to the rental date the deposit and fees will be refunded, less the processing fee.
  - If the request is received less than thirty (30) days prior to the rental date the applicant will forfeit all rental fees paid. Deposits will be refunded.
  - Refunds are not issued for unused hours.
  - Canyon Community Center User Agreements may not be transferred, assigned or sublet.
  - Refunds will be mailed to the applicant within 31 days of receipt of the written cancellation request.
  - Any changes in rental hours less than thirty (31) days prior to rental date will be assessed a \$25.00 fee per change.

### **Youth Events**

- Groups composed of youth (16 and under) must be supervised at all times by one adult for each ten youth.
- Alcohol may not be sold or consumed at an event officially designated as a “youth event” (i.e. an event at which the majority of the attendees are individuals under twenty-one years of age).

### **Facility Setup/Clean Up**

- All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit.
- It is the complete responsibility of the renter to set-up, operate, and return facilities and equipment to the status as originally found, including vacuuming, mopping and putting away all equipment.
- As a community and subscribers to the Leave No Trace philosophy, Springdale encourages recycling of all recyclable materials and the use of reusable materials whenever possible. There are recycling units in the facility as well as reusable dinnerware and table cloths available. \*If interested in our reusable dinnerware please call for additional information\*
- Styrofoam products cannot be recycled. As such, the use of **Styrofoam** products (plates, bowls, etc.) in the Center is prohibited.

### **Decorations and Signs**

- The use of tacks, tape, nails, staples or putty on any walls is prohibited.
- All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
- Rice, birdseed, confetti, and similar materials may not be thrown inside or outside the facility.
- Any plants or shrubs brought into the building must be in waterproof containers.

### **General Rental Information**

- A responsible adult from the rental party must supervise the premises for proper facility use during all rental hours.
- No pets are permitted in the Center at any time. Pets may be allowed on the grounds or on the ball field during festivals if on leash.
- Alcohol is prohibited upon grounds without proper permit. (see Alcohol Permit section)
- Smoking is prohibited within the interior of the building and within 25 feet of the facility entrance (per Town Ordinance and Utah State Code Rule #R392-510).
- Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- Equipment and furnishings provided by the Town may not be removed from the facility.
- Storage is not available either before or after the event.
- The Canyon Community Center does not supply ladders, easels nor extension cords for the applicant's use.
- Applicant is fully responsible for scheduling and paying for hours to meet catering needs.
- Decals, powders, wax, paint, etc. are not to be used on facility structure(s).
- Containers of ice may be placed in the facility, providing that the floor is protected.
- Requests for exception to the Rental Policy must be submitted in writing no later than one month prior to the date of use requested.
- No metal chairs are allowed in the gallery or on the concrete floor of the kitchen/craft room in order to protect the finish. Plastic chairs are available upon request.

The Town of Springdale reserves the right to deny the use of the Canyon Community Center to any person or group if such use is deemed to be contrary to the best interest of the Town, the facility, and/or local residents. Applicants should thoroughly review the Rental Policy to become familiar with all rental fees, policies and procedures.