

Facility Rental Application

Contact: Rental Coordinator - Tyler Penix

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Phone: (385) 468-1700



APPLICANT INFORMATION

Name of individual or organization: _____

Name of contact person: _____

Phone Number: _____ E-mail address: _____

FACILITY REQUEST *(See info page for pricing, use info)*

- | | |
|--|---|
| <input type="checkbox"/> Party Room | <input type="checkbox"/> Full Gym |
| <input type="checkbox"/> Activity Building | <input type="checkbox"/> Half Gym |
| <input type="checkbox"/> Park Pavilion | <input type="checkbox"/> Quarter Gym (Half Court) |

**Any spaces not listed above are not made available for rentals.*

***Availability is subject to blackout due to Holladay Lions/Salt Lake County programs*

DATE & TIME REQUEST

Date: _____ Day of Week: _____

Start Time (including set-up): _____ End Time (including clean-up): _____

RENTAL INFORMATION

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Open to the public | <input type="checkbox"/> Food & Beverage |
| <input type="checkbox"/> Admission Charged | <input type="checkbox"/> Non-Profit (501c3) <i>(must provide proof of non-profit status)</i> |
| <input type="checkbox"/> Attendance: | |

Adults: _____ # Children: _____

groups of 50+ are subject to a \$25/hour staffing fee

Describe activity and any items you plan on bringing:

Facility Fee: \$ _____ Total Hours: _____ Total Amount Due: \$ _____

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY:

Application Reviewed By: Rental Coordinator _____

- Approved Denied

FACILITY USE FEES & INFORMATION

Facility	Community/Non-profit Rental Fee (standard rate)	Commercial Rental Fee (200% standard rate)	Amenities/Accommodations Available
Party Room	\$60/hour	\$120/hour	<ul style="list-style-type: none"> • Fits 20 – 30 people • Use for birthday parties or meetings • Tables and chairs available • Food and drink allowed
Activity Building	\$75/hour	\$150/hour	<ul style="list-style-type: none"> • Fits 30 – 40 people • Bathroom on-site • No food or drinks
Park Pavilion	\$70/half day (8AM – 2PM or 3PM – 10PM) \$100/full day (8AM – 10PM)	--	<ul style="list-style-type: none"> • Good for parties, reunions, activities, or events • Available for rental from May – September • Reservations unavailable on select holidays (Memorial Day, Independence Day, Pioneer Day, Labor Day)
Full Gym	\$100/hour	\$200/hour	<ul style="list-style-type: none"> • No food or drinks • Sporting events only
Half Gym	\$50/hour	\$100/hour	
Quarter Gym (Half Court)	\$25/hour	\$50/hour	

- All rentals must conclude by:
 - Monday – Thursday: 9PM
 - Friday: 7PM
 - Saturday: 6PM
 - Rentals unavailable on Sundays
- Rental application must be submitted at least 14 days prior to requested day of event
- Ongoing rentals may not be considered due to Salt Lake County program scheduling and availability
- Upon application approval, rental fee must be paid in full and rental agreement waiver must be signed
- **Cancellation policy:**
 - Refunds for renter-initiated cancellations are based on advance notice to the rental coordinator at Holladay Lions.
 - Renters cancelling reservations within 72 hours of scheduled event 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 must be removed at the conclusion of the event.
- **Cleanup Responsibility:**
 - All trash, including bottles, cans, cups, and paper must be disposed of using the proper waste receptacles.
 - All equipment must be left in a clean, sanitary condition and in proper working order.
 - Staff will assist with setting up and taking down any needed tables and chairs (listed on application)
- **Alcohol:**
 - The use or presence of alcohol is not permitted under any circumstances