

Northwest Community Center

Rental Request Form (Rental request forms must be submitted at least 14 days in advance of requested date)

Email: swoodard@slco.org

Personal Information				
Full Name				
Name of Group Renting (if applicable)				
Phone Number				
Address, City, Zip Code				
Email Address				
Rental Information				
Type of Event				
Event Date(s)				
Preferred Rental Time (must include time to set up and clean up)				
Number of People Attending				
What space/room are you looking to rent? (e.g. gym, party room, dance room)				
Number of Tables Needed				
Number of Chairs Needed				
Are you planning to have food and/or drinks?				
Will anyone be SELLING anything at the event? (e.g. food, merchandise, etc)				
Will you be charging a GATE FEE or ENTRANCE FEE?				
Are you a public or non-profit organization? Non-profit must provide verification for community access rates.				
Facility Information and Pricing				
Room	*Hourly Cost	Size	Capacity	Notes
Party Room	\$35	39' x 32'	80	Equipped with projector screen
Sand Court	\$25	96' x 60'	100	Indoor Sand Court – No food allowed
Gymnasium	\$25	48' x 88'	100	Actual basketball court size is 42' x 67' – NO food/drink
Meeting Room	\$15	41' x 20'	30	Equipped with projector and screen – NO food/drink
Dance Room	\$15	22' x 35'	25	Equipped with ballet bar and mirrored wall – NO food/drink
Music Room	\$15	32' x 12'	15	Equipped with piano and white board
*Hourly cost is based on a rental during normal business hours (see hours below) for LESS than 100 people. Any rental outside of normal business hours and any rental with more than 100 people will be charged an additional \$25 per hour for staffing . <i>Commercial/For-Profit rates will be charged 200% of standard rates.</i>				

Northwest Community Center Hours

Monday – Thursday.....6:00am – 8:00pm
 Friday.....6:00am – 8:00pm
 Saturday..... **10:00am – 2:00pm**
 Sunday.....Call for Hours

**We do not accept rentals past 8:00pm!*

Staff Notes:

INFORMATION

- Rental request forms must be submitted at least 14 days in advance of requested date.
- All rentals must be fully paid in advance or secured by a deposit when the Rental Contract is signed. Rental Contract must be completed before rental.
- After the contract has been completed, rental modifications must be approved by Facility Manager prior to rental date.
- After hours rentals will also require a \$25/hr staffing fee.
- Commercial or For-Profit rentals are 200% the standard rate.
- All Facility Rentals must conclude by 10:00 PM.
- All food requests must be approved by the Facility Manager.
- All Salt Lake County programs take precedence over any rental requests.