

REDWOOD RECREATION CENTER
ROOM / GYM RENTAL INFORMATION

1. All rentals must be pre-approved by manager or full-time designee
2. All room rentals are to be made at least one week (seven business days) prior to the date of the reservation
3. All commercial / for profit rates are at 200% of the standard rate
4. The Redwood Recreation center cannot accommodate any dance related events.
5. Due to the kitchen being a shared working of the food pantry, the kitchen cannot be rented nor used by any rental group.
6. The Redwood Recreation center cannot accommodate groups who use the gym during 'open gym' for parties or games. The gym will need to be reserved for group practices or games
7. The Redwood Recreation center has approximately 260 (folding & non-folding) chairs, a total of 30 rectangular folding tables. If you need more, they will need to be rented by an outside vendor. Those rented tables and chairs cannot be left at the facility outside the rented hours.
 - a. Redwood has approximately 150 parking spaces on the east and north side of the building
8. Any changes to a rental request must be communicated to the facility manager or designee and made within seven days of the requested date
9. NOTE: The building employees do not set up, take down or take out the trash for rentals
- 10. Before the rental – Setup time -**
 - a. This set up time is part of the rental hours request and must be paid for
 - b. Table and chairs are set up by the renter
 - c. All use of tape or adhesive on the walls must be pre-approved by the front desk staff.
Only non-marring adhesive may be used to hang decoration from any wall or window.
- 11. During the rental**
 - a. If food and/or drink is served, it must stay in the room being rented
 - i. Food is not allowed in all rooms. Nor in the lobby
 - b. All guests and renter must follow all the center and SL County facilities rules
 - c. If any guest is unruly, disrespectful, etc. to other guest or any Salt Lake County employee they must be asked to leave by the renter. Not doing so could lead to not being granted rentals in the future.
 - d. Renter will end the event with enough time to clean all areas rented
 - e. Rental noise may not impact another rental, nor the ability of the front desk to perform other business duties or obligations

- f. The person responsible and guest may only use the areas rented and restroom. Not other area of the center; fitness room, gymnasium, and other non-rented classrooms

12. After the rental

- a. This clean up time is part of the rental hours request and must be paid for at the time of the reservation
 - b. All tables that are dirty are thoroughly cleaned
 - c. All chairs that are dirty are thoroughly cleaned
 - d. All tables and chairs are neatly collapsed and put away
 - e. Rental party is responsible for cleanup of all areas used, including restrooms and hallways.
 - f. All non-marring adhesive must be removed from the walls and windows
 - g. All trash cans in areas rented and used must be emptied into the dumpsters and refilled with a clean trash bag
 - h. At the end of the rentals, please communicate with the building attendant and have them verify that the room is clean, tables and chairs are cleaned and properly put away, trash is removed from floor, counter tops and trash bins.
13. If there is any damage to the area or supplies used, the renter will be charged the current market value to replace the item or repair the damage.
14. Renter shall be held financially responsible for any games to the center property, fixtures, equipment which occur during the time renter occupies the spaces rented. The renter shall be financially responsible for items missing from the space RENTER used, the actual cost of repair and/or cleaning shall be paid by the renter immediately upon receipt of an invoice from the center



As of 12/2021