



BRIGHAM CITY FACILITY USE REQUEST
HERVIN BUNDERSON CENTER
ACTIVITY ROOM & ROOM 6

Applicant's Name: _____ Please Print

Address: _____

Phone No: _____ City, State, Zip _____

Date(s) Requested for Use: _____ Hours Requested for Use: _____

Type of Event: (Activity Room capacity 350)

Area of Facility Requested and Fees for Use:

- Activity Room Room 6 = \$10/hr Mon-Fri 8am-2pm
Activity Room Room 6 = \$15/hr Mon-Fri 6pm-9pm or Saturday 8am-9pm
After 5pm and weekend contact #
Sound System \$10/per day rental
Table Sets: \$5/per day rental (one set includes one table and eight chairs)
Number of Tables:

Rental Fee of \$ _____ O Cash O Check # _____ O Charge

Date: ____/____/____ Received by: _____

Deposit of O \$250 O Visa O Master Card O Discover

Card # _____ Exp. Date ____/____

Date: ____/____/____ Received by: _____

Applicant has read and understands the Rules and Regulations and his/her signature hereon constitutes an agreement to abide by said Rules and Regulations.

Applicant's Signature: _____ Date ____/____/____

Authorized Signature for Deposit Return: _____ Date ____/____/____

If deposit withheld, reason for denial: _____

RULES FOR USE OF ACTIVITY ROOM/ROOM 6 AT HERVIN BUNDERSON CENTER

- A. RESERVATIONS: The facility shall be available for rental Monday through Saturday (with the exception of legal holidays) as the scheduling calendar allows.
- B. TIME: Staff will open the door for the scheduled activity only at the time scheduled with the City. Any early setting up is not allowed. Both set up and clean up time should be included in the Request. Your use of the building is only during the reserved hours and only for that portion of the building which you have specifically reserved. Closing hours shall be at 9:00 p.m. with 30 minutes allowed thereafter for vacating the parking lot.
- C. CLEANING AND PROPERTY DAMAGE DEPOSIT: A cleaning and property damage deposit of \$250 shall be required for all events. A major credit card will be required to cover the deposit amount. The required deposit, as set forth herein, shall be to cover any property damage and/or to pay for any custodial clean up in excess of routine clean up as hereafter set forth. If cleaning can be accomplished with regular custodial responsibilities, there will be no charge. If additional cleaning is required, it will be billed to the user at the rate of \$20.00 per man hour. If the event is held on a Saturday, two (2) hours of custodial cleanup will be charged.

Any damage to the facility or any of its contents shall result in Brigham City making a determination as to the cost of repairs or replacement. This cost shall be offset against the cleaning and property damage deposit provided by the user.

If the costs of clean up or property damages exceed the amount of the deposit, the user shall be responsible for paying to Brigham City all such costs and expenses.

- D. SETTING UP: No articles are to be pinned or taped on the wall without prior approval. Large items may be brought in before the scheduled activities with prior approval. All items must be removed at the conclusion of the activity. The City is not responsible for any damage to said items.

If user requires the use of tables and chairs an additional set-up fee will be charged at the rate of \$5.00 per table including 8 chairs. (Activity room charge only)

- E. USE ONLY AREA RESERVED: The user shall only be entitled to use those portions of the building actually reserved and paid for by the user. There is NO PUBLIC TELEPHONE AVAILABLE.
- F. USE OF SOUND SYSTEM: The user may request use of the sound system. An additional \$10.00 per day fee will be charged. (Activity room only)
- G. DANCES: No dances are allowed except those sponsored by Brigham City.

- H. **FOOD AND BEVERAGES:** Any food or beverages shall be brought in by the user and shall only be used in the Activity Room. No food or beverages will be allowed in any other room within the facility. The kitchen is NOT AVAILABLE for public use.
- I. **NO SMOKING, TOBACCO OR ALCOHOL ALLOWED ON THE PREMISES:** No smoking of cigarettes, cigars or pipes or any chewing tobacco shall be knowingly allowed on the premises, nor shall any alcoholic beverages knowingly be allowed upon the premises. It shall be the responsibility of the applicant to enforce this rule. In the event this rule is violated the City will withhold all of the cleaning and property damage deposit as a penalty for the failure of the user to enforce this condition.
- J. **CHAPERONES REQUIRED:** Activities sponsored for young people less than 18 years of age shall provide adult chaperones of not less than one adult per 30 children.
- K. **LOST ITEMS:** Any lost or misplaced items found by the custodians will be held for one (1) week after which time these items will be discarded.
- L. **PRIORITY OF USE:** Brigham City Corporation departments will have priority use of the facility followed by the Boys & Girls Club of Brigham City.
- M. **CANCELLATION:** Should you need to cancel your event you must give two business days' notice of any such cancellation. A \$5.00 processing fee will be charged for cancellation within this time period. No refund will be given for events which are cancelled after the two-day period. Should you reserve the facility and fail to show up on two occasions, you will no longer be calendared on the facility calendar.