



BRIGHAM CITY FACILITY USE REQUEST
HERVIN BUNDERSON CENTER
ACTIVITY ROOM & ROOM 16

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)

Party (Social) Reunion Piano Recital Seminar Wedding Other

Area of Facility Requested and Fees for Use:

- Activity Room Room 16 = \$10/hr Mon-Fri 8am-2pm
Activity Room Room 16 = \$15/hr Mon-Fri 6pm-9pm or Saturday 8am-9pm
Sound System \$10/per day rental
Table Sets: (1 table + 8 chairs) \$5 per set - number of sets requested:
Chairs \$5 per 12 chairs - number of sets requested:

Total Rental Fee of \$ Cash Check # Credit Card

Date: / / Received by: \_\_\_\_\_

Deposit of \$250 Cash Check Cashier's Check Money Order

Date: / / Received by: \_\_\_\_\_

Applicant has read and understands the Rules and Regulations on the reverse side of this application 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:

After hour contact #: \_\_\_\_\_

## RULES FOR USE OF ACTIVITY ROOM/ROOM 16 AT HERVIN BUNDERSON CENTER

A. Reservations. Reservations for the use of the facility shall be made by contacting the Community and Activities Services Recreation office. The Facility is available for rental Monday through Saturday, with the exception of legal holidays, as the scheduling calendar allows. Booking of reservations may only be made up to 12 months in advance.

B. User Fees. All fees for the use of this facility shall be set by resolution of the City Council of Brigham City.

C. Cleaning Costs. Any and all costs related to the user's use of the facility which exceed the normal cleaning costs associated with Brigham City's use of the facility, shall be paid by the user to Brigham City pursuant to resolution by the Brigham City Council.

D. Setting Up. No articles are to be pinned or taped on the walls without prior approval from the Community and Activities Services Manager. Large items may be brought in with prior approval. All items must be removed at the conclusion of the activity. The City is not responsible for damage to said items. If user requires the use of tables and chairs an additional set up fee may be charged. **User is responsible to set up tables and chairs and to put them away at the conclusion of use.**

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. Access to all other areas is prohibited. There is no public telephone available. Do not change the position of any switches in the breaker boxes.

F. No Smoking or Alcohol Allowed. No smoking or alcoholic beverages shall be allowed upon the premises pursuant to State Law and local ordinances. 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 pursuant to resolution by the City Council.

G. Lost Items. Any lost or misplaced items found will be held for one month, after which these items will be discarded.

H. Time. Staff will open the door for the scheduled activity only at the time scheduled. Both set up and clean up time should be included in the request. Closing hours shall be at 10:00 p.m. Thirty minutes thereafter will be allowed for vacating the parking lot.

I. Property Damage. Any damage to the facility or any of its contents arising out of the user's use of the facility shall be the sole responsibility of the user. In the event of such damage, Brigham City shall make a determination as to the cost of repairs or replacement, and the user shall immediately pay said determined cost to Brigham City Corporation pursuant to resolution of the City Council.

J. Use of Sound System. The user may request use of the sound system, an additional fee may apply.

K. Dances. No dances are allowed except those sponsored by Brigham City.

L. 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 beverage will be allowed in any other room within the facility. The kitchen is not available for public use.

M. 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.

N. Priority of Use. Brigham City Corporation departments will have priority use of the facility followed by the Boys & Girls Club of Brigham City.