

# Rental Policy

Canyon Community Center  
PO Box 187, 126 Lion Blvd., Springdale, UT 84767  
435-772-3434, 435-772-3952 (fax)

The Canyon Community Center and Springdale Town Library are located at 126 Lion Blvd. The Center contains facilities that can be reserved for functions. This document states rules, regulations, procedures and fees governing the use of the facilities, and should be followed to fill out the Rental Request Form.

## Classifications

### Definition of "Local"

1. Resident of Springdale, Rockville or Zion National Park.
2. Owner/Employer of business in Springdale or Rockville.
3. *To qualify, employees must work an average of 20 hours per week/1040 hours per year*
4. Property owner (local taxpayer) in Springdale or Rockville.

*CCC Director may make exceptions on a case-by-case basis for individuals/ organizations who have shown significant positive contributions to the community.*

### Group 1A – Local Public Agencies

Public agencies directly serving the Towns of Springdale, Rockville, and Zion National Park.

Example: Town Offices, Springdale Library, Springdale Elementary School, Zion National Park Service

### Group 1B – Local Social and Welfare Activities

Local-based charitable and social welfare events whose activity is open to the public for the primary purpose of serving the local community.

Example: Springdale Business Association, Zion Canyon Visitor's Bureau, local churches, Z-Arts!, Boy Scouts, Girl Scouts, YAZ, and community education.

### Group 2 – Non-Commercial Private Events

Private events that do not meet the above criteria.

Example: Wedding reception, birthday party, reunion.

- Local
- Non-Local

### Group 3 – Non-Local Non-Profit Organizations

Non-local organizations with current IRS non-profit status whose membership is open to the public.

Example: 501(c)(3) organizations, American Red Cross, American Cancer Society, Best Friends Animal Sanctuary

### Group 4 – Commercial

For profit companies, groups, associations, and individuals whose event is self-benefiting.

Example: Professional associations, corporate retreats, trade shows, company training

- Local
- Non-Local

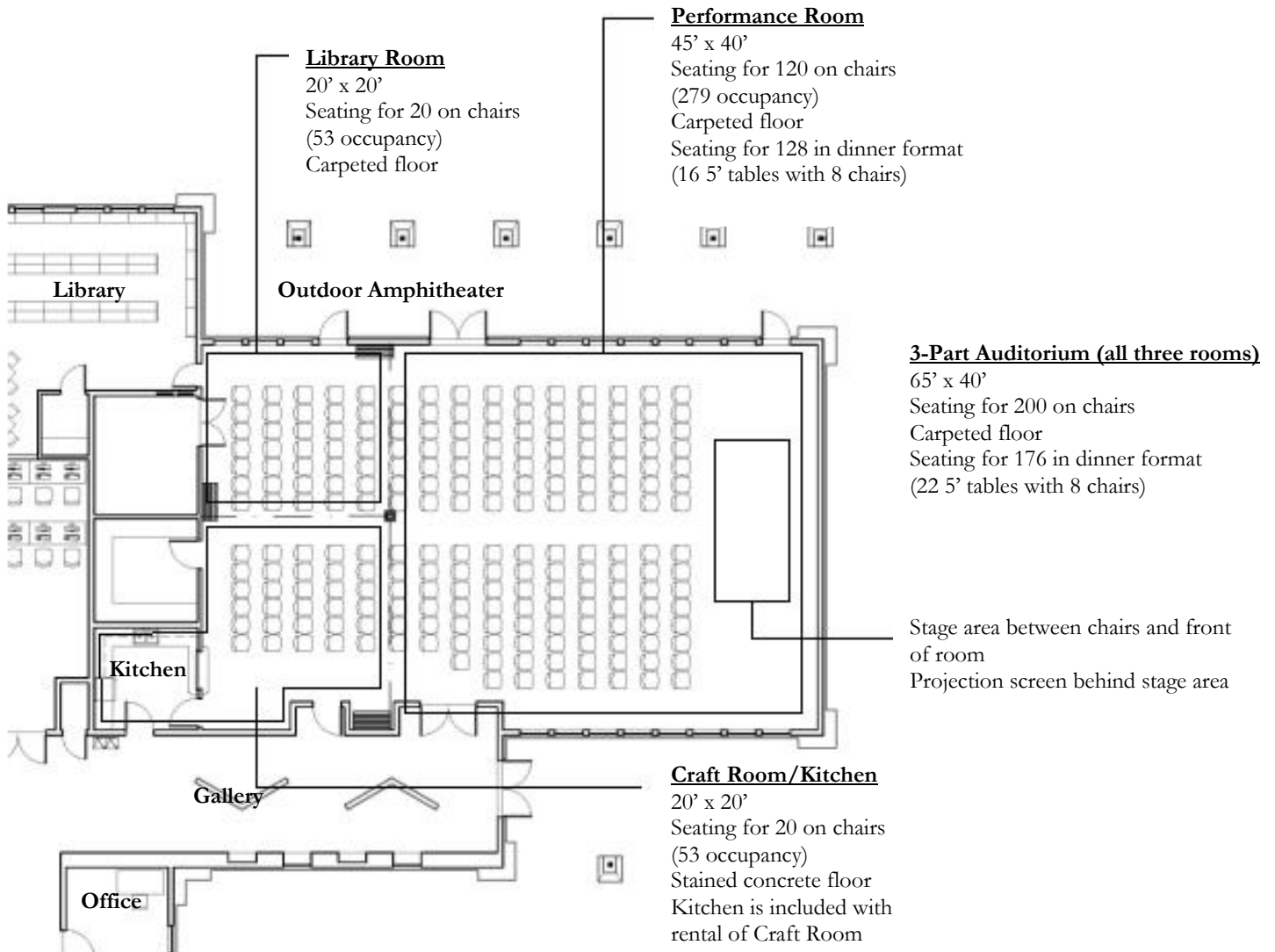
### Priority of User Groups

Scheduling will be based upon a month-by-month rolling calendar. In the case of scheduling conflict, priority will be given to Group 1A.

Group 1(A) & (B) – Reservations accepted 24 months and 1 week in advance of rental date.

Groups 2, 3 & 4 – Reservations accepted up to 24 months in advance of rental date.

### Room Rental & Use Fees



\*Gallery floor space is available with rental of the 3-part auditorium.

**Rental Fees**

**Group 1A & 1B– Local Public Agencies & Local Social and Welfare Activities**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
3-part Auditorium	No Charge		
Performance Room			
Library Room			
Crafts Room/Kitchen			
Amphitheater			
*Gallery			

**Group 2 – Non-Commercial Private Events**

**Local**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
3-part Auditorium	\$42.00/hr	\$158.00	\$300.00
Performance Room	\$25.00/hr	\$95.00	\$180.00
Library Room	\$9.00/hr	\$32.00	\$60.00
Crafts Room/Kitchen	\$9.00/hr	\$32.00	\$60.00
Amphitheater	\$5.00/hr	\$16.00	\$30.00
*Gallery	n/a	\$13.00	\$24.00

**Non-Local**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
3-part Auditorium	\$111.00/hr	\$420.00	\$800.00
Performance Room	\$67.00/hr	\$252.00	\$480.00
Library Room	\$23.00/hr	\$84.00	\$160.00
Crafts Room/Kitchen	\$23.00/hr	\$84.00	\$160.00
Amphitheater	\$12.00/hr	\$42.00	\$80.00
*Gallery	n/a	\$34.00	\$64.00

**Group 3 – Non-Local Non-Profit Organizations**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
3-part Auditorium	\$42.00/hr	\$158.00	\$300.00
Performance Room	\$25.00/hr	\$95.00	\$180.00
Library Room	\$9.00/hr	\$32.00	\$60.00
Crafts Room/Kitchen	\$9.00/hr	\$32.00	\$60.00
Amphitheater	\$5.00/hr	\$16.00	\$30.00
*Gallery	n/a	\$13.00	\$24.00

Group 4 – Commercial

**Local**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
<b>3-part Auditorium</b>	\$56.00/hr	\$210.00	\$400.00
<b>Performance Room</b>	\$34.00/hr	\$126.00	\$240.00
<b>Library Room</b>	\$12.00/hr	\$42.00	\$80.00
<b>Crafts Room/Kitchen</b>	\$12.00/hr	\$42.00	\$80.00
<b>Amphitheater</b>	\$6.00/hr	\$21.00	\$40.00
<b>*Gallery</b>	n/a	\$17.00	\$32.00

**Non-Local**

Facility	Hourly (2-hour min)	4 Hour Block	8 Hour Block
<b>3-part Auditorium</b>	\$125.00/hr	\$473.00	\$900.00
<b>Performance Room</b>	\$75.00/hr	\$284.00	\$540.00
<b>Library Room</b>	\$25.00/hr	\$95.00	\$180.00
<b>Crafts Room/Kitchen</b>	\$25.00/hr	\$95.00	\$180.00
<b>Amphitheater</b>	\$13.00/hr	\$48.00	\$90.00
<b>*Gallery</b>	n/a	\$38.00	\$72.00

Rentals longer than 8 hours will be charged the 8 hour block rate plus additional hourly or block time as necessary. For example, the rental for a Group 4 Non-local event lasting 12 hours would be \$1,373 (one 8 hour block plus one 4 hour block).

**Available Equipment**

Applicants are responsible for providing equipment needed in addition to the equipment available from the Canyon Community Center. Equipment may not be removed from the facility. Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Storage is unavailable before or after an event. Applicants are responsible for the setup and takedown of any rental equipment, except the stage and dance floor.

**Available Equipment**

Equipment	Rental Fee	Deposit
<b>Tables (18 round, 10 rectangular)</b>	Included with building	N/A
<b>Chairs (200)</b>	Included with building	N/A
<b>Projection Screen</b>	Included with building	N/A
<b>Internet Access</b>	Included with building	N/A
<b>TV/VCR/DVD combo</b>	\$10.00	\$200.00
<b>Projector</b>	\$10.00	\$50.00
<b>Microphone/Sound System</b>	\$50.00	\$250.00
<b>Stage (16" tall)</b>	\$50.00	\$250.00
<b>Dance Floor</b>	\$50.00	\$250.00
<b>Baby Grand Piano</b>	\$50.00	\$500.00

## Deposits and Payment Schedules

Security Deposit		
Facility	General Deposit	Alcohol Deposit
3-part Auditorium	\$600.00	\$500.00
Performance Room	\$300.00	
Library Room	\$100.00	
Crafts Room \Kitchen	\$100.00	
Amphitheater	\$60.00	
*Gallery	\$100.00	

Deposits will be required to ensure proper care is taken of the facilities and equipment. All deposits will be cashed and deposited prior to the event. Deposits will be refunded within one week following the post-event inspection provided there are no violations of the Rental Policy, damages to the facility, equipment, or excessive cleaning required. Continuous use applicants may pay a one-time damage deposit to be retained for all future rentals.

Security deposit and alcohol fee, if applicable, and one-half of rental fee(s) must be paid when the Canyon Community Center User Agreement is signed. Payment balance, plus any equipment rental fees will be due 30 days in advance of scheduled event. In the event the activity is scheduled less than 30-days in advance, full payment is due when the reservation is made.

An additional refundable deposit will be charged for events where alcohol is served; please see Alcohol permit and additional insurance section.

Payment must be by cash or check. The Town of Springdale is *not* set up to accept payments by credit card at this time.

### Insurance Requirements

All applicants shall provide the Town of Springdale with a valid Certificate of Liability written through carriers acceptable to the Town of Springdale, and Utah Local Governments Trust. Such certificate shall provide General Liability protection in the amount of \$1,000,000 per occurrence. If alcohol is to be consumed, Liquor Liability coverage is also required.

The applicant must be specified as the insured. The Certificate shall name the Town of Springdale, its officers and agents, as an “*additional insured*” in conformance with the hold harmless agreement as outlined in the Canyon Community Center User Agreement and must specify that the applicant’s insurance shall be primary to any insurance carried by the Town. The certificate shall be properly executed with the original signature of the authorizing insurance agent. A copy of the Insurance Certificate is required with final payment.

### Alcohol Permit

Events open to the general public or private events that charge for alcohol served must adhere to Utah State DABC rules and regulations (801-977-6800 & [www.alcbev.state.ut.us](http://www.alcbev.state.ut.us)) and provide a copy of the single event permit with final payment.

Privately hosted events, which are closed to the public and do not charge for alcohol or admission, do not need a DABC permit. However, additional insurance is required (see Insurance Requirements).

### **Hours of Rental Use**

- The Canyon Community Center is available for rental Monday thru Thursday from 6:00 A.M. to 10:00 P.M., Friday and Saturday from 6:00 A.M. to 12:00 Midnight, and Sunday from 8:00 A.M. to 10:00 P.M.
- The minimum rental period is two (2) hours.
- Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.
- The room must be vacated by the time specified on the Rental Request Form.

### **How to Make a Reservation**

- To reserve any facilities at the Canyon Community Center, a Rental Request Form must be submitted to the Town Hall front desk at 118 Lion Blvd. via fax, U.S. mail, internet reservation site, or in-person during regular business hours.
- In order to receive a local rate, the applicant must supply proper verification.
- Groups who are applying under the Group 3 classification must supply a copy of their current I.R.S. Tax Exemption Certificate.
- All requests will be reviewed and processed within a five (5) working day period. User agreement and deposits plus ½ payment must be returned within the next five (5) working days.
- If payments are not received as outlined, the applicant's reservation will be voided and the scheduled time will be opened for other rentals.

### **Cancellations, Changes & Refunds**

- Cancellations must be made in writing by the applicant and must be submitted to the Town Hall front desk at 118 Lion Blvd. via fax, U.S. mail, or in-person during regular business hours.
- In the event it may be necessary to reschedule, relocate or cancel a request previously approved, the group or individual will be given as much advance notice as possible, with complete refund.
- Refunds will be handled as follows:
  - All cancellations will be charged a \$25.00 processing fee withheld from the security deposit.
  - If the request is received 31 days or more prior to the rental date the deposit and fees will be refunded, less the processing fee.
  - If the request is received less than thirty (30) days prior to the rental date the applicant will forfeit all fees paid.
  - Refunds are not issued for unused hours.
  - Canyon Community Center User Agreements may not be transferred, assigned or sublet.
  - Refunds will be mailed to the applicant within 31 days of receipt of the written cancellation request.
  - Any changes in rental hours less than thirty (31) days prior to rental date will be assessed a \$25.00 fee per change.

### **Youth Events**

- Groups composed of youth (16 and under) must be supervised at all times by one adult for each ten youth.
- Alcohol may not be sold or consumed at an event officially designated as a “youth event” (i.e. an event at which the majority of the attendees are individuals under twenty-one years of age).

### **Facility Setup/Clean Up**

- All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit.
- It is the complete responsibility of the renter to set-up, operate, and return facilities and equipment to the status as originally found, including vacuuming, mopping and putting away all equipment.
- It is the Town’s policy to recycle all recyclable materials and to use reusable and biodegradable products where feasible. Recycling containers are available and must be used. Renters must use reusable dinnerware and tablecloths or paper or biodegradable products if reusable dinnerware is not available. **No Styrofoam or plastic dinnerware, including disposable water bottles, may be used.** Sources of biodegradable products are available through the Center Director - please ask for list of sources and prices.

### **Decorations and Signs**

- The use of tacks, tape, nails, staples or putty on any walls is prohibited.
- All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
- Candles may only be used after applicant has obtained a permit from the Rockville-Springdale Fire Protection District at (435) 772-3065.
- Rice, birdseed, confetti, and similar materials may not be thrown inside or outside the facility.
- Any plants or shrubs brought into the building must be in waterproof containers.

### **General Rental Information**

- A responsible adult from the rental party must supervise the premises for proper facility use during all rental hours.
- No pets are permitted in the Center at any time. Pets may be allowed on the grounds or on the ball field during festivals if on leash.
- Alcohol is prohibited upon grounds without proper permit. (see Alcohol Permit section)
- Smoking is prohibited within the interior of the building and within 25 feet of the facility entrance (per Town Ordinance).
- Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- Equipment and furnishings provided by the Town may not be removed from the facility.
- Storage is not available either before or after the event.
- The Canyon Community Center does not supply ladders, easels nor extension cords for the applicant’s use.
- Applicant is fully responsible for scheduling and paying for hours to meet catering needs.

- Decals, powders, wax, paint, etc. are not to be used on facility structure(s).
- Containers of ice may be placed in the facility, providing that the floor is protected.
- Requests for exception to the Rental Policy must be submitted in writing no later than one month prior to the date of use requested.

The Town of Springdale reserves the right to deny the use of the Canyon Community Center to any person or group if such use is deemed to be contrary to the best interest of the Town, the facility, and/or local residents. Applicants should thoroughly review the Rental Policy to become familiar with all rental fees, policies and procedures.