

# Community Center Facility Use and Reservation Policy



South Jordan City events, programs and activities are the principal purpose of the Community Center and have priority use of the facility. As a part of the City's overall purpose, events involving the South Jordan Arts Council, the South Jordan Historical Committee, and the South Jordan Senior Citizens Committee shall receive early scheduling attention. Residents and non-residents may also schedule the facility for private use, if space and times are available.

## South Jordan City Community Center

10778 South Redwood Road

South Jordan, UT 84095

Phone: 801-302-1222

Fax: 801-254-9992

## Facility Availability

Rental hours for the Community Center are as follows:

Monday-Saturday 8:00 am to 10:00 pm

Sunday 8:00 am to 5:00 pm

*Senior Programs have priority and may utilize the facility Monday-Friday 8:00 am to 5:00 pm.*

*\*The Community Center is closed on observed City Holidays.*

## Rental Terms

- There is a two (2) hour minimum rental time.
- All of the hours reserved in a day must be continuous.
- Rentals of more than one day must close between 10:00 pm and 8:00 am the next morning.
- No event can extend past 10:00 pm.
- A South Jordan City staff member will be present in the building during all hours of scheduled events.
- Renter or designee must be present during all hours of scheduled events.
- Participants must adhere to hours on application.
- Rental hours should include time for set up and clean up.
- No equipment will be loaned or removed from the Community Center.
- Changes in room arrangements, the heating/cooling system, and facility lighting need to be approved through the City staff on duty.
- Delivery of supplies and/or equipment will not be accepted prior to indicated starting time of event.
- Renter is responsible for the conduct of all participants, supervision of minors, damages, and all fees due.
- If police assistance is needed due to misconduct or renter, designee or attendees, the event will be closed immediately and all fees/deposits will be forfeited.
- Alcoholic beverages and smoking, including e-cigarettes, are prohibited at all City facilities.
- Food and beverages are allowed in designated areas only.
- All set up and removal of decorations is the responsibility of the renter. NO staples, tacks, or nails are allowed. Painter's tape may be used if it is properly removed when finished.
- Helium balloons must be anchored and removed after the event.
- No open flames, such as candles, are allowed.
- No animals are allowed in the building, except service animals.
- Any business that reserves the building to conduct sales must have proof of a valid business license and appropriate sales tax arrangements.

