

## Gale Center of History & Culture Facility Reservation



South Jordan City events, programs and activities are the principal purpose of the Gale Center auditorium and have priority use of the facility. Residents and non-residents may also schedule the facility for private use, if space and times are available.

### South Jordan City Gale Center of History & Culture

10300 S. Beckstead Lane

South Jordan, UT 84095

Phone: 801-254-3742

Fax: 801-254-3481

**City/Gale Center Contact: 801-254-3742**

### Facility Availability

Rental hours for the Gale Center auditorium are as follows:

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

*\*The Gale 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.
- No event can extend past 10:00 pm.
- 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 Gale Center.
- Piano CANNOT be moved.
- 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, the event will be closed immediately and all fees/deposits will be forfeited.
- Alcoholic beverages are prohibited at all City facilities.
- Smoking is prohibited in all City facilities.
- 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.

## Deposit and Rental Fees

**Deposit.** A refundable security deposit, of \$120, is required at the time of application. Security deposits are fully refundable unless:

1. Event extends beyond reserved hours.
2. Facility or equipment is damaged.
3. Fights, vandalism, or misconduct occurs.
4. Facility is not left clean.
5. Police assistance is required.

Renter will be billed for any fees greater than the deposit. Please allow two (2) weeks after your event for the deposit to be mailed to the address on your application. The return check will be made out to the applicant, unless otherwise specified in writing.

**Rental Fees.** The fees below are *per hour* of use.

### Resident

Weekdays, 8 am – 5 pm	\$25	per hour	Minimum 2 hours
Weekdays after 5 pm <u>and</u> Saturdays	\$45	per hour	Minimum 2 hours

### Non-Resident

Weekdays, 8 am – 5 pm	\$45	per hour	Minimum 2 hours
Weekdays after 5 pm <u>and</u> Saturdays	\$65	per hour	Minimum 2 hours

*\*Residents own, rent, or reside on a continual basis within South Jordan City limits; own or operate a business within South Jordan City limits; or work full time for South Jordan City.*

*Non-Residents include all other persons not meeting the requirements of a resident.*

## Reservation Procedures

1. Complete the “Gale Center: Application for Facility Use” form.
2. Return the completed form to the Gale Center Coordinator.  

<u>Mailing Address:</u>	<u>Physical Address:</u>
1600 W. Towne Center Dr.	10300 S. Beckstead Lane
South Jordan, UT 84095	South Jordan, UT 84095
3. Pay the appropriate security deposit. *Application and deposit must be received at least **two weeks** prior to the requested event date, but not more than six months prior.* Checks should be made payable to City of South Jordan.
4. Receive confirmation from the Gale Center Coordinator that your application has been accepted and the requested date is available. No dates are held until a deposit is made.
5. Pay the appropriate rental fees and confirm reservation *at least **one week** prior to event date.*
6. All fees and deposits are refundable up to one week prior to the event.

South Jordan City reserves the right to deny any rental application for any or no reason. South Jordan City also reserves the right to waive fees if it is determined, by the City Manager or designee, to be in the best interest of the City.