

Juab Centennial Auditorium Rental Agreement

To schedule use of the Auditorium located in the Juab County Building, contact the Juab Fine Arts Council President, Michelle Harris, at 801-367-4388, at least **30 days prior to the event**. The following are the rental stipulations for the auditorium.

Before the rental of the facility, all payments per below (written to JFAC) must be returned with this signed & initialed contract to hold the date(s):

Cleaning Deposit

A \$250.00 deposit will be returned to the renter after the auditorium has been cleaned and left in good repair. *Please note: if clean-up has not been done sufficiently, the cleaning deposit will not be refunded. Please see the Cleaning and Use Guidelines section below.

Auditorium Rental Fee

Rental fees are \$35.00 per hour, rounded up to the nearest hour, or \$250.00 per day. A JFAC certified technician will be provided if the renter plans to do anything more than turn on the house lights. The sound and lighting equipment is unique, complex, and expensive and requires training to properly operate.

The Juab Fine Arts Council reserves the right to refuse rental of the facility to any party for any reason.

PLEASE FILL OUT AND INITIAL THE FOLLOWING:

Renter wishes to schedule the following:

	<u>DATE</u>	<u>TIME OPEN</u>	<u>TIME CLOSED</u>	<u>TOTAL HOURS</u>	<u>TOTAL FEE</u>	<u>RENTER INITIAL</u>	<u>JFAC INITIAL</u>
<u>OPEN DOORS</u>							
	<u>DATE</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>TOTAL HOURS</u>		<u>RENTER INITIAL</u>	<u>JFAC INITIAL</u>
<u>LIGHTING & SOUND</u>							

Please initial here if NO lighting or sound is needed: _____
 (A JFAC certified technician will be provided if you plan to do anything more than turn on the house lights.)

Cleaning and Use Guidelines

The Juab Fine Arts Council works hard to ensure that the auditorium continues to be a beautiful facility for everyone's use. The following guidelines have been put in place for that purpose. However, if special circumstances arise, please clear them through the Juab Fine Arts Council President.

Use Guidelines

- Use of the black dance floor on the stage is required. Removal is prohibited.
- Do not bring chairs into the auditorium from elsewhere in the building. Extra chairs are located at the back of the auditorium.
- No Tape on chairs, floors, curtains or walls. (Masking tape may be used on the stage but must be removed when finished.)
- If the piano will be used, please contact the JFAC president. Special care must be taken to ensure the piano is not damaged.
- No food or drinks, unless specifically cleared through the Juab Fine Arts Council.

Cleaning Requirements

After renting the facility, the following cleaning jobs must be accomplished to receive a full refund of the deposit. All cleaning supplies are provided, and can be located backstage in/by the bathroom.

- Sweep & Mop Stage floor & wood floor backstage
- Carpet (including backstage room): Vacuum and spot clean.
- Seats: Wipe off with a damp rag, and place all seats in the upright position.
Sweep & Mop wood floor under all seating.
- Emergency Exits: Sweep down the stairways.
- Curtain: DO NOT CLEAN! If something is spilled on curtain, notify the JFAC president. Any attempts to clean the curtain may make the problem worse. If the curtain is damaged, the deposit will be forfeited and full restitution will be required by the renter.
- Bathroom: Clean toilet, sink & sweep and mop floor.
- Garbage: Pick up all garbage, take garbage bags to outside dumpster and replace garbage liners.

If the foyer of the County Building is used:

- Carpet: Vacuum and spot clean.
- ALL Bathrooms on each floor: Clean toilet, sink & take out garbage. Turn off lights.
- Garbage: Pick up all garbage, take garbage bags to outside dumpster and replace garbage liners.
- Check elevator and vending areas are clean.

I have read the auditorium rental agreement and use and cleaning guidelines. I agree to pay, use, and clean as outlined. I agree that violation of this contract may cause my rental of the auditorium in the future to be forfeited.

Name-please print

Signature

Date

Keep a copy of contract for your records.

Return signed contract, along with payment to Michelle Harris 350 N 400 E Nephi, UT 84648

<http://www.Jfac.info> email: news@jfac.info