

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: Samantha Castillo, scastillo@sjc.utah.gov, 801-253-5203

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. Tablecloths are **NOT** provided.
- Piano CANNOT be moved.
- Delivery of supplies and/or equipment will not be accepted prior to 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.

Rental Fees

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 Rental Coordinator by email or:

<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. 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.
4. Pay the appropriate rental fees and confirm reservation *at least one week prior to event date.*
5. 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.