



## Facility Use Policies

South Valley Unitarian Universalist Society (SVUUS)

### 1. Application and Responsibility

A written application is required for all facility use. The application must be signed by an individual who will be held financially responsible for the event and who accepts full responsibility for any damage or breakage that may occur. Applications must be approved by an authorized SVUUS staff member.

### 2. Cancellation Policy

Cancellations will incur a fee equal to 50% of the total rental amount.

### 3. Advertising and Promotion

All public advertisements or announcements for events held at SVUUS must clearly state both the full name and acronym: South Valley Unitarian Universalist Society (SVUUS).

### 4. Fees and Deposits

A deposit is required at the time of application. Full payment of use fees is generally due two (2) weeks prior to the event. Exceptions may be made at the discretion of the SVUUS Administrator. Facility use fees are calculated from the time the group enters the building to the time they vacate it, regardless of the official event time.

### 5. Custodial Services and Clean-Up

Use fees do not include custodial services. If custodial help is desired, arrangements must be made in advance with the administrator. The minimum custodial fee is \$50, payable to the custodian. Users are expected to leave the facility in the same condition in which it was found. All furniture and equipment must be returned to their original positions. Nothing may be affixed to or removed from walls, doors, or other surfaces without express permission from SVUUS.

### 6. Smoking Policy

Smoking is strictly prohibited inside the building. Smoking outside must take place at least 25 feet away from all entrances. Smokers must dispose of cigarette butts appropriately. Improper disposal of cigarette waste may result in loss of deposit or additional fines.

### 7. Sound Equipment

Use of SVUUS's sound system requires prior arrangement and may incur an additional fee. Please discuss these needs with the administrator in advance.

### 8. Use of Musical Instruments

The piano may be used at no charge; however, only qualified musicians are permitted to use it.

**THE PIANO MUST NOT BE MOVED**, and any alteration or re-voicing is strictly prohibited.

### 9. Kitchen Use

Kitchen facilities and equipment, including garbage bags and soap, may be used if arranged in advance. Users must clean all items used and return them to their proper places. All garbage must be removed and placed in the dumpster located in the front lot to the northeast of the building.

## 10. Access and Security

Groups requiring access must receive key codes and instructions prior to the event. At the conclusion of the event, please ensure that:

- Everyone has vacated the building.
- All lights are turned off.
- The building is securely locked. Please test the door to confirm it is locked.

## 11. Alcohol & Drug Policy

The use of alcohol is permitted only in accordance with Utah state liquor laws:

- No alcohol may be served or consumed at public events.
- Alcohol may be brought and consumed at private events not open to the public, provided no one becomes intoxicated.
- The host of the event will be held liable for any violations of this policy, including any resulting injuries or damages.
- The possession or use of drugs on SVUUS premises is strictly prohibited.

## 12. Insurance Requirements

SVUUS may require proof of liability insurance for large events or those deemed higher risk, particularly those open to the public.

## 13. Parking Guidelines

Users must ensure that guests park in designated areas. Parking in fire lanes, on lawns, or blocking driveways is prohibited.

## 14. Noise Ordinance Compliance

All events must comply with local noise ordinances. Outdoor amplified sound must conclude by 10:00 PM unless otherwise approved.

## 15. Children and Supervision

Children must be supervised at all times while on the premises. SVUUS is not responsible for unsupervised minors. Childcare may be arranged through the administrator in advance, with a minimum fee of \$40 payable to the sitter.

## 16. Prohibited Activities

Activities that are discriminatory, violent, or otherwise in conflict with the mission and values of SVUUS are not permitted.