

## Bluff Community Center/Pavilion/Fire Mesa Kitchen Rental Contract

### For Public and Private Events

#### Reservations

In order to reserve the Bluff Community Center (BCC) and/or Fire Mesa Kitchen, renters must sign a rental agreement contract, pay all fees in full by cash, money order, certified check, or personal check, and provide a cash deposit, if required. All checks must be made out to the Town of Bluff.

#### Rates and Services

|                                | Bluff<br>Community<br>Center | Pavilion<br>(restrooms<br>and<br>dumpster) | Fire Mesa<br>Kitchen | BCC<br>&<br>FMK | Classes/<br>Activities <sup>*</sup> |
|--------------------------------|------------------------------|--|----------------------|-----------------|-------------------------------------|
| Half Day<br>(5 hours or less)  | \$60                         | \$0  | \$40                 | \$75            | \$0                                 |
| Full Day<br>(7a-10p)           | \$100                        | \$0  | \$60                 | \$120           | \$0                                 |
| Non-refundable<br>Cleaning Fee | \$40                         | \$40                                       | \$25                 | \$75            | N/A                                 |
| Audio/Visual                   | \$25                         |  | N/A                  | \$25            | N/A                                 |
| Audio/Visual<br>Deposit        | \$100                        |  | N/A                  | \$100           | N/A                                 |

**<sup>\*</sup>No fee if the class or activity is advertised and open to the general public. If you are a registered 501c3, the rental fee is waived, cleaning fee still applies.**

#### Pavilion

There is no fee for occasional or daily use of the Pavilion. There is a \$60 fee for the bathroom and dumpster if a full day advertised event, such as an art sale or garage sale.

### Check-out

Renters are expected to leave the BCC "as they found it" and to take down and put away chairs, tables, equipment. All trash, including party decorations, is to be taken out and deposited in the dumpster. The keys are to be returned to the BCC designated representative or lock box. It is expected that all renters will be responsible for the appropriate care of the BCC. See below, Cleaning Checklist.

### Cancellation Policy

Bluff Community Center contract must be signed and all fees and costs paid **prior to use**. If the event is canceled for any reason between **5 and 20 days prior to the day of use**, **25%** of the fees shall be charged to cover the cost of handling, inconvenience, and the unavailability of the facility to others before any refunds are made. Cancellations **less than 5 days** prior to the day of rental will be **charged 50%** of the fee and any cancellation **within 24 hours of the day of rental or on the day of rental will be charged 100%**.

### Policies

Room Dividers: Only designated personnel may open or close the room dividers as they are easily bent and/or broken. Leaning on the dividers or hanging anything from them is prohibited. Wall hangings may be suspended from the picture rail only. **Painter's tape** may be used to **suspend objects on the walls**. Only **electrical or painter's tape may be used on the floor**.

Alcohol and Drugs: Alcohol and Illegal Drugs is prohibited unless Local Consent has been obtained from the Bluff Town Council prior to signing the Contract.

Weapons: Weapons are prohibited in the Bluff Community Center and surrounding property.

Well behaved dogs. Dogs that are well behaved are allowed in the Bluff Community Center.

Cleaning: If the BCC is rented for consecutive days, the cleaning will be done at the conclusion of the rental. Minimal cleaning will be done (bathrooms) during the rental period.

**Cleaning Checklist:**

- Tables and chairs must be wiped down & put back into storage.
- Any spills / sticky areas need to be cleaned, any grease will be removed from the premises
- Bathrooms should be given a general spray and wipe down of the counters, trash removed, and any large spills or messes cleaned.
- Cleaning of the outdoor and outer perimeter areas of the center, if it was used by any guests. Check for cigarettes, trash, dishes, spills.
- Trash must be taken out to the dumpster.
- Cleaning supplies returned to the cupboard.

**BLUFF COMMUNITY CENTER (BCC) RENTAL CONTRACT FOR PUBLIC AND PRIVATE EVENTS**

I/we \_\_\_\_\_ (print name) agree to abide by the terms of the Bluff Community Center Rental Contract for use of Bluff Community Center.

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Date & Time of Use: \_\_\_\_\_

Rental Fees: \_\_\_\_\_ Cleaning Fees: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

BCC Representative's Signature: \_\_\_\_\_

Please make checks or money orders payable to the Town of Bluff and mail with the completed rental contract to:

Town of Bluff  
PO Box 324  
Bluff, UT 84512

Email: [communitycenter@townofbluff.org](mailto:communitycenter@townofbluff.org)

Call (435)-672-9990 to leave a message for Malia Collins, BCC/Parks Manager.



## Fire Mesa Kitchen Membership Application & Contract

### Usage Rates:

To become a member and qualify for the flexibility offered with a membership, an annual membership fee of \$160 is required. The hourly rate for members is \$7/hour. ~~Packages are broken into 10-hour increments; a package must be chosen and paid for on the first Tuesday of each month to begin scheduling usage. Members will record their usage throughout each month, and pay at the end of each month.~~

|                             |
|-----------------------------|
| Annual Membership Fee \$160 |
| Membership Packages Rate    |
| Up to 10 hours/month \$70   |
| Up to 20 hours/month \$140  |
| Up to 40 hours/month \$280  |
| Up to 60 hours/month \$420  |

### To schedule:

1. Renter(s) must reference the townofbluff.org website calendar to determine the availability of Fire Mesa Kitchen.
  2. Email or text Malia Collins, Bluff Community Center Manager, [communitycenter@townofbluff.org](mailto:communitycenter@townofbluff.org) 859-445-7773 with desired days & times at least 2 business days prior to usage in order to confirm availability and reserve Fire Mesa Kitchen.
- Renter shall pay The Town of Bluff on the first Tuesday of each month, for that month's usage of the Fire Mesa Kitchen. This rental amount includes basic kitchen rental, utilities and equipment usage.

### User Prerequisites:

- Copy of general liability/product liability insurance w/ The Town of Bluff named as additional insured ?
- Copy of food handlers certification, if food is being prepared to be sold

### Terms:

The term of this agreement shall be for the dates and times requested in the completed application.

- The kitchen is a shared use facility, equipped with stove, ovens, sinks, refrigerators, tables, dry and cold storage and other food preparation equipment. The Town of Bluff shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter operates to all applicable health and safety standards. It is the renter's responsibility to furnish all small wares needed for their food process. It is also the renter's responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the rental period.
- While Fire Mesa Kitchen has some kitchen wares, the renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process which are not provided. When processing is completed for the day, renters must remove their equipment from the kitchen. All stored items must be properly washed and sanitized.
- Renter shall procure and maintain the appropriate food service licensing from the San Juan County Health

Department and/or the State of Utah. A copy of the license must be provided to The Town of Bluff prior to your first rental date. The renter shall be solely responsible for any fines or fees levied by the County Health Department or the State of Utah related to their activities in the kitchen.

- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.

- Renter is solely responsible for supervising all individuals in the kitchen during your rental time related to your rental time. The Town of Bluff reserves the right to evict individuals from the facility at any time if their conduct is deemed to be destructive or detrimental in any way.

- Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.

- Renter agrees to abide by the following rules, and agrees that upon violation of said rules, The Town of Bluff has the option to terminate this rental and demand that the tenant vacate the premises.

1. No furniture or equipment shall be removed from the premises.
2. Renter shall not admit a larger number of individuals than can lawfully, safely and freely move about the facility.
3. Smoking is not permitted in the facility.
4. Drugs and alcohol are not permitted in the facility.
5. Animals are not permitted in the facility.
6. All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building.
7. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must be vacated from the rental space by the scheduled end time.
8. Members may only enter FMK during confirmed date(s) & time(s).
9. At the conclusion of every rental, Members shall comply with the 'Fire Mesa Kitchen Cleaning Contract' and sign off in the appropriate binder. A Town of Bluff representative will complete a compliance check according to the Cleaning Contract. If the Fire Mesa Kitchen is not cleaned according to the 'Fire Mesa Kitchen Cleaning Contract' standard, a fee of \$40 will be applied and required prior to the Members next rental.

- This contract is valid for one year unless the renter chooses another 'membership package'. At that time, a new 'application & contract' must be submitted for review and approval.

Month and Year Membership Begins: \_\_\_\_\_

Annual Membership, if due: \$ \_\_\_\_\_

Package Selection and Monthly Rate: Up to \_\_\_\_\_ hour/month @ \$ \_\_\_\_\_ (monthly rate)

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Town of Bluff Representative \_\_\_\_\_



## Fire Mesa Kitchen Cleaning Contract

After each use, the kitchen must be cleaned according to the San Juan County Health Department rules and regulations.

### Kitchen cleaning checklist:

- Dishes must be washed and sanitized properly
  - Three compartment sink rules: wash with soapy water in first sink, rinse in warm water in second sink, sanitize in third sink
  - Sanitizing solution: chlorine bleach at 100 parts per million. Use provided test strips to check concentration.
  - Dishes must air dry
- Wipe down and sanitize sinks using provided sanitizing solution
- Kitchen counters must be cleaned and sanitized using provided sanitizing solution
- Any appliances used must be cleaned and sanitized using provided sanitizing solution
  - Fridge wiped down, sanitized from any spills
  - Stove must be scrubbed and sanitized
  - Oven must be wiped down, sanitized of any food spills
  - Grill must be cleaned
- Sweep floor and mop with provided cleaning solution
- Return cleaning supplies to the cupboard
- Take all trash to the dumpster, replace with new trash bag
  
- Bathrooms should be given a general cleaning, with a spray and wipe down of the counters, trash removed, and any large spills or messes cleaned

### Before leaving building:

- Turn off all lights, heater/AC
- Ensure all appliances are off
- Secure the building by locking all doors and windows

I have read and understand the requirements for the cleaning and securing of the facility. If I cannot be present during the cleaning and closing process, I will assign a person who will be tasked to complete the checklist above as necessary.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Town of Biuff

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

pricing breakdown for FMK/BCC

|                             | FMK monthly cost |  | BCC monthly cost |  | combined        |
|-----------------------------|------------------|--|------------------|--|-----------------|
| water                       | \$25.00          |  | \$25.00          |  |                 |
| electric                    | \$100.00         |  | \$100.00         |  |                 |
| insurance                   | \$11.00          |  | \$85.00          |  |                 |
| maintainance                | \$25.00          |  | \$25.00          |  |                 |
| acuity scheduling           | \$8.00           |  | \$8.00           |  |                 |
| supplies                    | \$35.00          |  | \$35.00          |  |                 |
| pest control                | \$35.00          |  | \$50.00          |  |                 |
| internet                    |                  |  | \$80.00          |  |                 |
| propane                     |                  |  |                  |  |                 |
| <b>TOTAL</b>                | <b>\$239.00</b>  |  | <b>\$408.00</b>  |  | <b>\$647.00</b> |
| <b>daily operating cost</b> | <b>\$7.97</b>    |  | <b>\$13.60</b>   |  | <b>\$21.57</b>  |

**PLUS LABOR DAILY BREAKDOWN**

|                 |                |                |                |                 |                 |              |
|-----------------|----------------|----------------|----------------|-----------------|-----------------|--------------|
| bookkeeper      | \$15.00        |                | \$15.00        |                 |                 |              |
| BCC manager     | \$30.00        |                | \$30.00        |                 |                 |              |
| <b>full day</b> | <b>\$52.97</b> | <b>\$60.00</b> | <b>\$58.60</b> | <b>\$100.00</b> | <b>\$111.57</b> | <b>\$120</b> |
| <b>1/2 day</b>  | <b>\$48.98</b> | <b>\$40.00</b> | <b>\$51.80</b> | <b>\$60.00</b>  | <b>\$100.78</b> | <b>\$75</b>  |

**PLUS LABOR MONTHLY BREAKDOWN**

|                 |                |                |                |                 |                |              |
|-----------------|----------------|----------------|----------------|-----------------|----------------|--------------|
| cleaning        |                |                | \$148.00       |                 |                |              |
| bookkeeper      | \$60.00        |                | \$90.00        |                 |                |              |
| BCC manager     | \$200.00       |                | \$400.00       |                 |                |              |
|                 | \$499.00       |                | \$1,046.00     |                 | \$1,545.00     |              |
| <b>full day</b> | <b>\$24.60</b> | <b>\$60.00</b> | <b>\$48.47</b> | <b>\$100.00</b> | <b>\$73.07</b> | <b>\$120</b> |