

**Bluff Community Center, Fire Mesa Kitchen,
Classes & Activities and Pavilion 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

	Fire Mesa Kitchen	Bluff Community Center	Pavilion (restrooms and dumpster)	Classes/Activities*
Half Day (5 Hours or less)	\$60	\$125	\$0	\$0
Full Day (7a-10p)	\$100	\$200	\$60	\$0
Non-refundable Cleaning Fee	\$40	\$50 half or full day	Included with rental	N/A
Audio/Visual	\$35/day	\$35/day	N/A	N/A
Audio/Visual Deposit	\$100 cash	\$100 cash	N/A	N/A

***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: _____

	Fire Mesa Kitchen	Bluff Community Center	Pavilion (restrooms and dumpster)	Classes/Activities*
Half Day (1-5 Hours)	<input type="checkbox"/> \$60	<input type="checkbox"/> \$125	\$0	\$0
Full Day (7a-10p)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$60	\$0
Non-refundable Cleaning Fee	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	Included with rental	N/A
Audio/Visual	<input type="checkbox"/> \$35/day	<input type="checkbox"/> \$35/day	N/A	N/A
Audio/Visual Deposit	<input type="checkbox"/> \$100 cash	<input type="checkbox"/> \$100 cash	N/A	N/A

*No fee if the class or activity is advertised and open to the general public.

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

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