

# **POLICY #410**

## **COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

### **POLICY GOVERNING ROOM RENTAL**

#### **REFERENCE:**

Approved, Board of Trustees Meeting, April 12, 1999; Revised January 1, 2004

#### **PURPOSE:**

To establish guidelines and room rental rates for community usage.

#### **I. DEFINITIONS:**

Aerobics Room – Room located next to the child care across from the track; no tables, no chairs

Arena Room – Room located on upper level, North West end at the arena entrance; 3 tables, 20 chairs

Board Room – Room located upstairs above the indoor swimming pool; 1 table and 20 chairs

Conference Room – Room located in the office area; 1 table, 20 chairs

Dance Room – Room located on lower arena level; no tables, no chairs

Pool Room - Room located upstairs above the indoor swimming pool across from the Board Room; 6 tables, 25 chairs

Room Reservation Book – Daily record of rooms reserved at Cottonwood Heights Parks & Recreation Service Area

Specialty Class Room – Room located on lower level next to the racquetball courts; 8 tables, 40 chairs

Splash Zone Party Room – Room located in the Splash Zone Pool area; 2 tables, 16 chairs

#### **II. POLICY**

##### **1.0 Room Usage**

- 1.1 All room usage should be a benefit to the community and should reflect favorably on the Recreation Center as determined by the Director or designee.

- 1.2 The Board Room should not be scheduled for any long-term rental to leave it available for community meetings.
- 1.3 There will be a 30 minute break between each rental to eliminate any conflict and allow for clean-up.
- 1.4 The aerobics room will not be scheduled for outside groups so as not to conflict with Center programs.

### **III. PROCEDURE**

#### 1.0 Room Rental Fees

- 1.1 Room reservations may be made through the front office. Information must include the organization, the responsible individual, telephone number, amount paid and equipment needed
  - 1.1.1 Reservations are recorded in the room reservation book.
  - 1.1.2 A facility use agreement must be signed for reservations for the Splash Zone Party Room.
- 1.2 The fees for room rental are based on the guidelines as established in the Service Area annual fee schedule.
- 1.3 Room rental fees must be paid on or before usage of the reserved room unless prior arrangements have been made by the administration.
- 1.4 Fees may be waived should administration determine the room rental to be for a not for profit organization who is not charging for services or the room rental will be a benefit to the entire community.

APPROVED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By:\_\_\_\_\_

Mike Peterson, Director

BOARD OF TRUSTEES

By:\_\_\_\_\_

E. Bart Hopkin, Chairman