



Urban Indian Center of Salt Lake
 120 West 1300 South
 Salt Lake City, Utah 84115
 Phone: (801) 486-4877
 Fax: (801) 486-9943



LEASE APPLICATION FOR UICSL FACILITIES

Dear Applicant,

Thank you for choosing the Urban Indian Center of Salt Lake (UICSL) for your community rental needs. UICSL is a non-profit organization serving American Indians/Alaskan Natives living in urban Utah. All proceeds benefit the facilities and programs of the agency. Additional donations are always welcomed.

*Complete both pages of the application and return your application *with* the deposit fee of **\$200.00** (refundable after the event if facility is left cleaned and undamaged) two-weeks prior to your event. Once we receive your application *with* the **\$200.00** deposit fee, your request for dates will be scheduled immediately unless there are conflicting dates of events. Understand that priority is given to agency program activities and agency sponsored/co-sponsored events. ***NOTE: Incomplete applications will NOT BE ACCEPTED.**

Please have a fun and safe event.
 Many thanks.

APPLICANT/LESSEE:	PHONE #:
ADDRESS:	FAX # :
CONTACT PERSON:	ADDITIONAL CONTACT:
PHONE:	PHONE:
DATE(S) OF EVENT: To	TIME OF EVENT:
# OF PEOPLE ATTENDING:	TOTAL HOURS or DAYS:

PLEASE CHECK ROOM(S) RATE BELOW AND FILL IN TOTAL.

*** Fees include utility costs, cleaning supplies, extra trash pick-up and UICSL Staff on hand***

Doors will open 15 minutes prior to your scheduled arrival time. NO additional time will be given for set-up and clean-up; these times are included in the time you indicate below.

Applicant Category A: Non-profit, State and Tribal Agency, Government Organization, Foundation, Charitable Organization, American Indian Association/Corporation/Council. **Provide proof of non-profit or agency type status.**

Time	Main Hall	Conference Room	Kitchen	Total:	<i>Office Use Only: Payment Type and Date Received</i>
≥ 3 hours	\$ 300.00	\$ 150.00	\$ 200.00		\$200 Deposit: Cash Check MO Date: Initials:
4-6 hours*	\$ 500.00	\$ 250.00	\$ 300.00		Room Rate: Cash Check MO Date: Initials:
7+ hours*	\$ 900.00	\$ 350.00	\$ 400.00		

***\$50 discount if reserving 2 or more rooms AND 4 or more hours**

Applicant Category B: Private Citizen or unorganized entity.

Time	Main Hall	Conference Room	Kitchen	Total:	<i>Office Use Only: Payment Type and Date Received</i>
≥ 3 hours	\$ 450.00	\$ 200.00	\$ 350.00		\$200 Deposit: Cash Check MO Date: Initials:
4-6 hours*	\$ 650.00	\$ 300.00	\$ 450.00		Room Rate: Cash Check MO Date: Initials:
7+ hours*	\$ 1050.00	\$ 400.00	\$ 550.00		

***\$50 discount if reserving 2 or more rooms AND 4 or more hours**



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UICSL POLICY AND REGULATIONS
FOR FACILITY LEASE

1. The Urban Indian Center of Salt Lake will require lessee to maintain Commercial General Liability Insurance with a minimum of \$1,000,000.00 limit per occurrence. Lessee agrees to maintain and be responsible for all Workers Compensation Insurance for all employees on the premises if applicable. In addition, the Urban Indian Center of Salt Lake and its entities must be named as additional insured on all liability policies.
2. The coverage described is required and must be submitted with the deposit. Applications will be denied for lack of insurance.
3. In the case of a private citizen or unorganized entity, whether or not a usage fee is charged, where commercial general liability insurance does not, and could not exist, the lessee understands that UIC-SL will not be held liable.
4. Rules of Use:
 - a) Full payment must be made before event date. Cash, Check or Money Orders. Payable to the **URBAN INDIAN CENTER OF SALT LAKE**.
 - b) Deposit is refundable if facility is left clean and in an undamaged condition.
 - c) The Urban Indian Center of Salt Lake is a drug free zone. Absolutely no alcohol/drugs allowed on property.
 - d) There will be a \$75.00 cancellation fee if cancellation is made less than 48 hours of scheduled event.
 - e) Maximum occupancy is 350.
 - f) Events after working hours, with 50 + participants, must have a first aid attendant (CPR /First Aid Certified) and Security personnel.

SECURITY PERSONNEL:	FIRST & LAST NAME:
	PHONE:
FIRST AID ATTENDANT:	FIRST & LAST NAME:
	PHONE:

Persons under the influence of intoxicating liquors or narcotic drugs shall not enter, be or remain on UIC-SL premises nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs.

By signing below, I/We _____ (lessee) have reviewed the above policy agreement and hereby agree to indemnify and hold harmless the Urban Indian Center of Salt Lake (lessor), its officers, administrators, agents, employees, volunteers and interns/students from and against any and all claims or demands. Indemnification is not limited and includes any liability or payment (including costs and attorney fees) by reason of any damages of bodily injury (including death) sustained by any person or persons or on account of damage to property including the loss or use thereof arising out of or in connection with this lease.

Signature of Lessee Representative & Date: _____

Signature of UICSL Representative & Date: _____