



Facility Use Agreement

North Logan City Community Center

475 E 2500 N, North Logan, UT 84341 | (435) 755-7169 | events@northloganlibrary.gov

This Agreement is between North Logan City Community Center (the "Library"), a public facility on North Logan City property, and the undersigned Client. Client agrees to follow this Agreement, all applicable Utah law, City rules, occupancy limits, posted policies, and staff directions.

Client Name:	Organization (if any):	Event Date:	Event Type:
Phone:	Email:	Rental Hours:	Deposit Amount:
Space Reserved:	Guest Count:	Total Due:	Total Paid:
Add'l Contact:	Emergency Contact:	Date Signed:	Booking Staff:
Address:	City/State/Zip:	Photo ID Verified:	Client Age 18+:
Special Notes:			



Client Name: _____ Event Date: _____

Event Hours: _____

Overtime Needed:

☐ Yes

☐ No

Room:	Minimum Hours	Hourly Rate	Damage Deposit	Overtime Charge-After 7pm and weekends
☐ Community Hall	4 hours	\$250	\$500 refundable	\$25/hour staff charge
☐ Hall 1	2 hours	\$140	\$250 refundable	\$25/hour staff charge
☐ Hall 2	2 hours	\$120	\$100 refundable	\$25/hour staff charge
☐ Hall 3	2 hours	\$100	\$100 refundable	\$25/hour staff charge
☐ Atrium	4 hours	\$175	\$250 refundable	\$25/hour staff charge
☐ Conference Room	2 hours	\$25	\$50 refundable	\$25/hour staff charge
☐ Classroom	2 hours	\$30	\$50 refundable	\$25/hour staff charge
☐ All Spaces Together	4 hours	\$350	\$750 refundable	\$25/hour staff charge



Client Name: _____ Event Date: _____

- 1. Eligibility and payment.** Client must be 18 or older. To book, Client must sign this Agreement and pay the full rental fee and full damage deposit. Accepted payment methods: check or ACH (no processing fee) or credit/debit card (a processing fee may apply); no cash accepted.
- 2. Rental period.** Use is limited to the exact space and exact hours reserved. No early entry, setup, deliveries, decorating, teardown, cleanup, or late departure unless separately booked and paid for.
- 3. Supervision and cameras.** The premises are monitored by security cameras. Staff will be on site for supervision only and will provide event setup, but will not provide trash service during the event, kitchen help, or technical help beyond operating Community Center equipment.
- 4. Prohibited conduct and items.** No alcohol, illegal drugs, smoking, vaping, weapons, open flames, candles, fireworks, fog machines, glitter, confetti, nails, staples, tacks, screws, adhesives, tape, or any attachment to walls, ceilings, or fixtures. No unlawful, unsafe, disruptive, or disorderly conduct.
- 5. Decorations.** No decorations or items of any kind may be attached to any surface — walls, ceilings, furniture, fixtures, AV equipment, screens, projectors, speakers, monitors, or cables. Projectors, screens, and stage lighting are staff-operated only.
- 6. Equipment.** Table and chair use is included in Client's rental as well as setup/takedown. Client agrees not to move any furniture or equipment without staff permission. Room partitions may not be moved or adjusted by Client under any circumstances — all partition changes must be made by staff.
- 7. Kitchen and Patios.** Hall and Atrium rentals include shared access to the kitchen. The kitchen is warming only, is not private, and exclusive use is available only if the entire building is rented under a separate written agreement. Patios adjacent to Halls and Atrium are also shared spaces. Let us know if you intend to use any outdoor space.
- 8. Condition and deposit.** Client must leave the space as found, remove all personal items, bag all trash and bring bags to the designated dumpster area before departure, and check out with staff. Staff will transfer bags to the dumpster. The damage deposit may be held after the event for damage, extra labor, overtime, or rule violations. Deposit will be returned by the same method it was delivered.
- 9. Cancellation and rescheduling.** Cancellations 60+ days before the event receive a full refund. Cancellations 14-59 days before the event receive the deposit back and all but 10% of the rental amount. Cancellations under 14 days receive the deposit back and 50% of the rental amount. One reschedule is allowed up to 30 days before the event, subject to availability, for a date within 6 months; otherwise it is a cancellation.
- 10. Responsibility and enforcement.** Client is responsible for all guests, vendors, and invitees and for any damage, loss, injury, overtime use, or rule violation caused by them. The Library may stop an event, remove



persons, deny future rentals, and deduct from the deposit for any breach. Client releases and agrees to indemnify and hold harmless North Logan City and the North Logan City Community Center to the fullest extent allowed by Utah law, except for claims caused by their sole negligence or where prohibited by law.

Client Name: _____ Event Date: _____

11. Governing law and venue. This Agreement is governed by Utah law. Any action relating to this Agreement or the use of the premises must be brought in a court of competent jurisdiction located in Utah, unless applicable law requires otherwise.

12. Insurance. Client understands that North Logan City and the North Logan City Community Center do not provide insurance coverage for Client's event, guests, vendors, or property. The Library may require proof of liability insurance for events that present elevated risk, in the Library's sole discretion.

13. Force majeure / facility unavailability. The Library may cancel, suspend, or reschedule a reservation if the premises become unavailable or unsafe due to causes beyond its control, including utility failure, severe weather, fire, flood, damage, public safety concerns, emergency orders, or other unforeseen events. In that case, Client's sole remedy is rescheduling or refund of amounts paid.

14. Vendors and deliveries. Client is responsible for all vendors, contractors, deliveries, and service providers connected to the event. All vendors must comply with this Agreement and staff directions, and the Community Center may remove vendors who violate rules or create safety concerns.

15. Personal property and storage. The Library is not responsible for loss of or damage to Client or vendor property. No property may be left before or after the rental period without prior written approval.

16. Overtime and excess use. Use beyond the reserved rental period is billed in 30-minute increments at the room's standard hourly rate plus the \$25/hour staff charge, and may result in deduction from the damage deposit or both. Exceeding room capacity, blocking exits, or using unreserved areas is a material breach of this Agreement.

17. No assignment. Client may not transfer, assign, sublicense, or allow another person or organization to use the reservation without prior written approval from the Community Center.

18. Noise. Client understands the Community Center is a public facility and agrees to keep noise at a reasonable level so as not to disturb others. Client also understands that adjoining rooms, hallways, restrooms, and the shared kitchen may be in use and that normal sounds from those areas may be heard during the event. No refund or adjustment will be given due to noise from other users of the building.

19. Ticketed or commercial events. Any ticketed, revenue-generating, fundraising, or commercial use must be disclosed in advance and approved by the Community Center in writing. The Library may impose additional conditions for those events.

20. Responsible adult on site. The named Client, or another approved responsible adult designated in writing, must remain on site for the entire event and is responsible for compliance with this Agreement.



21. Entire agreement / written changes only. This Agreement and any attached rules or written addenda are the entire agreement between the parties regarding the reservation. Any change must be in writing and approved by the Community Center.

-continued-

22. Library operations and public safety take priority over all private rentals. Library programs, emergency conditions, building maintenance, public-safety needs, and legal or policy requirements may require the Community Center to modify, relocate, shorten, or reschedule an event, or to impose reasonable additional conditions (including staffing, security, or setup changes). In such cases, the Community Center will make reasonable efforts to work with Client on alternative arrangements, but reserves sole discretion to act as needed to protect patrons, staff, property, and compliance with law.

Client Signature:	Date:
Printed Name:	
Community Center Representative Signature:	Date: