

## **Taylorsville Bennion Heritage Center Building Use and Rental Policy**

### **Overview**

The Taylorsville Bennion Heritage Center (TBHC) located at 1488 West 4800 South in Taylorsville, Utah was purchased by Taylorsville City to stand as a historical landmark, to house community histories and artifacts, and to host meetings and other events that enhance the mission of promoting community and family heritage. The facility is not available for use for any events that do not meet the mission's criteria as approved by members of the Taylorsville Historic Preservation Committee (THPC). This policy is in conformance with the Taylorsville City Building Use and Rental Policy (Policy 006).

### **Description of Approved Use**

1. The museum and grounds may be used for cultural, educational, and social activities related to community and family historic preservation. Responsibility for all liability and the obtaining of any required licenses is assumed by the sponsor of the event.
2. Alcohol is not permitted at any event at the TBHC per State of Utah statutes. Smoking is not allowed in the building or on museum grounds.
3. To request building and/or grounds use, individuals or groups must submit an application and security deposit. Requests for building use must be made using the TBHC Building Use and Reservation Application available at the TBHC. Any special requirements (such as equipment for entertainment, speakers, etc.) must be provided by the event sponsor and noted on the form.
4. The individual whose name appears on the application is responsible for the building, grounds and all other items onsite including furnishings, artifacts, histories, and other equipment during use. No items are to be moved or removed without express permission from the THPC. No storage is available between events. Occupancy is available for the agreed-upon time only. The TBHC and the THPC will not be held liable or responsible for items brought to the facility. This includes tables, tents, or other equipment brought on site.
5. The applicant is also responsible to clean up and remove all trash after any event. The applicant accepts responsibility for any expenses incurred, including repairs or damages, during event use.
6. Activities not supervised by the applicant are not allowed in the building or on the grounds. The applicant or designee must be present.

7. The TBHC currently has no cooking facilities. Food must be prepared elsewhere and can only be served and eaten in the kitchen.
8. The fireplace may not be used.
9. Permission must be obtained to fasten anything to the wall and tables. No staples or scotch tape are allowed.
10. Music is allowed. However please keep in mind that use of this building for various events relies on respect for the neighborhood and strict compliance with the rules and regulations of this district. City noise ordinances will be enforced.
11. Hours of operation and facility parameters are as follows.

- Events may be held Monday through Saturday, 9 a.m. to 10 p.m. except during the hours when the museum is open to the public or another event is previously scheduled.
- Events must end by 10 p. m. and the premises vacated by 11 p.m.
- The living room and dining room are suitable for small gatherings of about 30 people based on fire department codes.
- The library and office areas upstairs are suitable for small meetings and accommodate about 15 people based on fire department codes.

12. Building use fees are as follows:

There is no charge for city sponsored and city approved functions.  
There is a recommended donation of \$25.00 for all other entities.

# TAYLORSVILLE BENNION HERITAGE CENTER BUILDING USE AND RESERVATION APPLICATION

NAME OF GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FACILITY RESERVED: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME REQUESTED: \_\_\_\_\_ to \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

Number of people in your group that will participate in the preparation  
and clean up? \_\_\_\_\_

Equipment to be used (Not provided by the TBHC): \_\_\_\_\_  
(Include tables, chairs, sound system, etc.)

I understand there is a recommended donation of \$25.00 due prior to the  
scheduled event. I agree to abide by all TBHC and City of Taylorsville policies  
and rules.

I have received a copy of the policies/rules. \_\_\_\_\_ (Initial)

ORGANIZATION: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

TBHC MEMBER TO OPEN BUILDING: \_\_\_\_\_

TBHC MEMBER TO CLOSE BUILDING: \_\_\_\_\_