

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 a reception center, but rather a community meeting area. Use of the facility is subject to the approval 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 meetings. All liability and the obtaining of any required licenses is the responsibility of 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 buildings or on museum grounds.
3. To request the use of buildings and/or grounds, the attached TBHC Building Use and Reservation Application must be submitted along with a \$40.00 cleaning deposit prior to the scheduled event. The cleaning deposit will be returned if the facilities are left as they were found. Any special requirements (such as equipment for entertainment, speakers, etc.) must be provided by the event sponsor and noted on the application and approved by the THPC.
4. The individual whose name appears on the application (sponsor) is responsible for the buildings, grounds and all other items onsite including furnishings, artifacts, histories, and other equipment. No items except tables and chairs are to be moved without express permission from the THPC. No storage is available between events. Occupancy is available for the agreed-upon time only. Rental fees include set up and clean up times. The TBHC and the THPC is liable or responsible for items brought to the facility. The sponsor assumes the risk for any items left unattended. However, tables and chairs belonging to the TBHC cannot be left unattended.
5. The sponsor is also responsible to clean up and put all trash in the outdoor containers after any event. The sponsor accepts responsibility for any expenses incurred, including repairs or damages, during event use.

6. All activities must be supervised by the sponsor. The sponsor or designee must be present at all times during the event.
7. The TBHC currently has no cooking facilities. Food must be prepared elsewhere and can only be served and eaten in the kitchen of the museum, on the grounds, or in the Dairy Store.
8. The fireplace in the museum may not be used.
9. Prior 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 relies on respect for the neighborhood and strict compliance with the rules and regulations of this district. City noise ordinances will be enforced.
11. Events may be held Monday through Saturday between the hours of 9 a.m. and 10 p.m. The premises must be cleaned and vacated by 11 p.m. The facilities are closed for all holidays including holiday "eves". Since Sundays are "Family Time" for our volunteers, events can only be held on Sundays if a volunteer is available. Hours are the same as Monday thru Saturday. Events scheduled at the Jones Home Museum cannot be held during our regularly scheduled hours of operation.
12. Clean up includes: Sweeping and/or mopping floors, vacuum rugs, wipe counter tops, put away tables and chairs, clean up any spills, clean microwave, take garbage to outdoor container.

April 16, 2016

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 \$40.00 cleaning fee due prior to the scheduled event. I
agree to abide by all TBHC and City of Taylorsville policies and rules. Checks
are payable to Taylorsville City.

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: _____