



# Cottonwood Heights Facility Use Application

2277 East Bengal Blvd.  
Cottonwood Heights, Utah 84121

Official Use
Account number
Date of use

<b>Applicant or Business Name</b>				
How would you like your reservation listed (event name)?				
Address, City, State, Zip				
Which room are you requesting? (circle)	Community	Council Chamber	Work Room	Other
Phone:	E-mail (required):			
Date of Event:	Estimated Attendance:			
Event Start Time:	Set up Time:	End Time:		

CHECK ALL THAT APPLY (ROOM IS RESERVED FOR)	NO	YES
Resident of Cottonwood Heights		
School, School Clubs, or Athletic Groups in Cottonwood Heights		
Non Profit or Non Commerical Group		
Commerical Business located in Cottonwood Heights		
Government Agency		
Other (please describe below)		

DESCRIBE THE PURPOSE OF THE EVENT OR ACTIVITY

CHECK ALL THAT APPLY	NO	YES
Will you be serving refreshments, including *beverages?		
Please describe the refreshments:		
<i>*alcoholic beverages not permitted - see Facility Use Policy</i>		
Will you need the catering kitchen (The kitchen is only for prepping and warming food)?		
Will you need microphone or the audio/visual system?		
Do you need tables and chairs?		
Is this event open to the public?		
Other - Please explain.		

By my signature below, I, as the Applicant under this Facility Use Application ("Application"), hereby acknowledge and agree that:

- I am over 21 years of age;
- I have read and understood the Facility Use Policy ("Policy") of the city of Cottonwood Heights ("City") that is attached to the Application to use the City facilities (the "Facilities") designated therein, and I will abide by the Policy in all respects and only use the Facilities for "Permitted Uses" as that term is defined in the Policy;
- In addition to the Policy, I will abide by any and all applicable federal, state, and local laws, ordinances and regulations;
- I am solely responsible for the payment of all fees, deposits and costs under the Application;
- I am solely responsible for the actions or omissions of any individual attending the event for which I am submitting this Application, including, without limitation, any damage to the Facilities or other City property or equipment;
- I will indemnify, defend and hold City and its officers, employees, representatives and agents harmless from all claims, disputes, litigation, judgments, awards, costs and expenses (including attorneys' fees and costs) asserted by any third party that directly arises from or directly relates to the use of the Facilities under the Application;
- I am solely responsible for thoroughly cleaning the Facilities after use, as set forth in the Policy; and
- The permit issued under the Application is only valid for the purposes expressly set forth in the Application, and is not valid until executed by an authorized officer of the City.

**Applicant Signature**

**Date**

**OFFICIAL USE ONLY**

Date Received Application

Fees Collected	Yes	No	Rental	Deposit
----------------	-----	----	--------	---------

Administrative Signature	Approved	Denied	Date
--------------------------	----------	--------	------

Reason for denial: