



# Cottonwood Heights Facility Use Application

2277 East Bengal Blvd.  
Cottonwood Heights, Utah 84121

Acct # \_\_\_\_\_  
Fee \_\_\_\_\_  
Date \_\_\_\_\_  
Deposit \_\_\_\_\_

This application does not guarantee a reservation until it is approved by the city.  
Email application to [AEatchel@ch.utah.gov](mailto:AEatchel@ch.utah.gov)

Which room are you requesting?

Community Room

Council Chambers

Applicant Name: \_\_\_\_\_

Applicant must be at least 21 years of age and will be responsible for the entire rental.

Business Name: \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ 2nd Contact Phone \_\_\_\_\_

Rental Date \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Rental Start Time \_\_\_\_\_

Rental End Time \_\_\_\_\_ Total Hours \_\_\_\_\_

Rental set up and clean up must be included in the above time.

Please describe the purpose of the event or activity \_\_\_\_\_

### All questions must be answered.

Are you a resident of Cottonwood Heights? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a business of Cottonwood Heights? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this a fundraising/revenue producing event? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a government agency? YES \_\_\_\_\_ NO \_\_\_\_\_

Will there be soliciting or selling? YES \_\_\_\_\_ NO \_\_\_\_\_

Will your event have music? YES \_\_\_\_\_ NO \_\_\_\_\_

Please check: Live Band \_\_\_\_\_ Disc Jockey \_\_\_\_\_ Amplified Music \_\_\_\_\_ P.A. System \_\_\_\_\_ Radio \_\_\_\_\_

Will you be serving food or drinks? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes please describe the food or drink. \_\_\_\_\_

Do you need the catering kitchen? YES \_\_\_\_\_ NO \_\_\_\_\_

The kitchen is only for prepping and warming food.

Will you need table and chairs? YES \_\_\_\_\_ NO \_\_\_\_\_

Will you need microphone? YES \_\_\_\_\_ NO \_\_\_\_\_

Will you need the A/V system? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this event open to the public? YES \_\_\_\_\_ NO \_\_\_\_\_

"By my signature below, I certify that I am authorized to sign as an agent of the Applicant Terms and Conditions and the Cottonwood Heights Facility Use Policy, and Applicant / Permit Holder hereby agrees to comply with the same and all applicable federal, state and local laws, ordinances, rules and regulations. Applicant / Permit Holder further agrees to pay all required fees, deposits, and costs, including but not limited to, the actual cost of Additional City Services as defined in the Cottonwood Heights Facility Use Policy. This Permit is only valid for the purposes expressly set forth herein and is not valid until executed by the City of Cottonwood Heights."

Applicant Signature

Date