

# Juab Centennial Auditorium

## Single-Day Rental Agreement

To schedule use of the Auditorium located in the Juab County Building, contact the Juab Fine Arts Council by phone at 435-660-1986 or email [rentals@jfac.info](mailto:rentals@jfac.info), at least **30 days prior to the event**.

### **Availability:**

The auditorium is not available for rent when a JFAC show (i.e. Spring Family Musical, Summer Kids Camp, Art in the Park, Fall Murder Mystery, Hocus Pocus Dance Scholarship Show, Christmas Festival, Nutcracker, Orchestra Events, etc.) is in pre-production, production, or set clean-up. Available dates will be discussed during the initial call. Rental during school holidays/breaks and most traditional holidays will be limited and dependent upon JFAC Council Member availability. JFAC is a non-profit organization, and all council members are unpaid volunteers. The auditorium is to first be used for JFAC-sponsored events and performances. Other events are secondary.

### **The following are the rental stipulations for the auditorium:**

Before the rental of the facility, all payments per below (checks written to JFAC or payment made online with PayPal) must be returned with this signed & initialed contract to hold the date(s):

### **Facility Deposit**

A \$250.00 deposit will be returned to the renter after the auditorium has been cleaned and left in good repair. \*Please note: if clean-up has not been done sufficiently, any damage done, or if the agreement is violated in any way, the deposit will not be refunded, and the renter will be responsible for any additional amounts needed to return the auditorium to its rentable condition. Please see the Use Guidelines and Cleaning Requirements section below. Clean-up must be completed immediately following the event and all items brought in must be removed.

### **Auditorium Rental Fee(s)**

- Rental fees are \$50.00 per hour, rounded up to the nearest full hour, or \$350.00 per day (set-up time is also billed). Per-hour billing will begin at the scheduled time or whenever the door is unlocked, whichever is earlier. Once the schedule is finalized, changes cannot be made unless both parties agree, and a \$25 change fee is paid by the renter.
- A JFAC-certified technician will be provided if the renter plans to do anything more than turn on the house lights at an additional fee of \$25 per hour. The sound and lighting equipment is unique, complex, and expensive and requires training to properly operate.
- Overhead and stage lighting cannot be manually moved or adjusted and if any are moved or redirected it will result in an additional cost of \$50 per hour to repair or return them to their correct positions.

### **Backstage/Cast Room Use**

- JFAC has many props, costumes, and equipment that are stored in various parts of the theater. It is the responsibility of the person renting the auditorium to ensure these items are not disturbed or used. Participants and guests must always be supervised.

### **Liability Insurance Requirements (if required)**

- A certificate of liability insurance naming JFAC and the County Building as an additional

interested party is required. \$500,000 of coverage is required depending on the event. The insurance must cover personal injury/death as well as personal and real property.

- The renter agrees to hold harmless and indemnify JFAC, Juab County, and its personnel and volunteers from any damages or claims that arise from the renter's use of the auditorium.

### **Miscellaneous Requirements**

- Anything that may damage the stage floor may not be brought into the auditorium.
- No structural changes are permitted. Decorations may not be attached to the curtains or walls or overhead light bars and must be approved by JFAC in advance.
- Sets must be approved in advance and may not be stored in the auditorium.
- Additional pianos and large items over what is already present in the auditorium are not permitted.

### **Cancellation**

Either party may cancel the agreement with the agreement of the other party. A "no-show" will result in forfeiture of all monies paid including the deposit. Last-minute cancellations (with less than 7 day's notice) will result in a \$50 fee being deducted from the deposit.

**Deposits will be returned within 30 days of the conclusion of the event or cancellation.**

**\*The Juab Fine Arts Council reserves the right to refuse rental of the facility to any party for any reason.**

**PLEASE FILL OUT AND INITIAL THE FOLLOWING:**

**Organization:** \_\_\_\_\_ ☐ Commercial ☐ Non-commercial

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Day/Date/Time of Event:** \_\_\_\_\_

**The renter wishes to schedule the following event (please describe in detail):**

**How many people will be performing?**

**How many audience members do you expect?**

**Will you be charging admission?**

**Will you be serving food?**

**Will your guests be arriving via the north/south doors and the main auditorium doors (stairs and or elevator) or the southeast glass doors (stairs only)?**

\_\_\_\_\_

## **YOUR FACILITY REQUIREMENTS**

**Please indicate everything you need for your rental:**

### **Building Items**

- ☐ Main Auditorium Entrance & Restrooms (including north/south doors and elevator)
- ☐ Southeast glass door (stairs-only access)
- ☐ Other building doors (West/North/South)
- ☐ Elevator (must be scheduled in advance if on a weekend)

### **Basic Items**

- ☐ Piano on stage
- ☐ House lights – “work” (florescent) lights on stage
- ☐ Extra seating on tiers (20 max per tier)
- ☐ Tables qty \_\_\_\_
- ☐ Custom scenery items you bring
- ☐ Ladder usage
- ☐ Back-room usage

### **Audio / Lighting Items (requires JFAC appointed tech to operate)**

- ☐ Stage Lights (as opposed to the florescent lights)
- ☐ Music (please indicate)
  - ☐ Background music as people enter/leave  
genre: \_\_\_\_\_ (classical, piano, pop, country, etc.)
  - ☐ CD played music
  - ☐ Music on your device ☐Android phone – ☐Apple iPhone/iPad – ☐Laptop –
  - ☐ Other \_\_\_\_\_
- ☐ Wired handheld microphones qty \_\_\_\_
- ☐ Wireless handheld microphones qty \_\_\_\_
- ☐ Head worn microphones qty \_\_\_\_

Expected Times:

	<u>DATE</u>	<u>TIME</u> <u>OPEN</u>	<u>TIME</u> <u>CLOSED</u>	<u>TOTAL</u> <u>HOURS</u>	<u>TOTAL</u> <u>FEE</u>	<u>RENTER</u> <u>INITIAL</u>	<u>JFAC</u> <u>INITIAL</u>
OPEN DOORS							
	<u>DATE</u>	<u>TIME</u> <u>IN</u>	<u>TIME</u> <u>OUT</u>	<u>TOTAL</u> <u>HOURS</u>		<u>RENTER</u> <u>INITIAL</u>	<u>JFAC</u> <u>INITIAL</u>
LIGHTING & SOUND							

Please initial here if NO lighting or sound is needed: \_\_\_\_\_

(A JFAC certified technician will be provided if you plan to do anything more than turn on the house lights.)

# JFAC Use Guidelines and Cleaning Requirements

The Juab Fine Arts Council works hard to ensure that the auditorium continues to be a beautiful facility. The following guidelines have been put in place for that purpose. However, if special circumstances arise, please clear them through the Juab Fine Arts Council President.

## **Auditorium Occupancy:**

Auditorium occupancy is limited to the number of seats in the auditorium (no more than 320) plus performers on stage and in the cast room. Seating/chairs from outside may not be brought into the auditorium.

## **Prohibited Items:**

Glitter/Small Confetti

Alcoholic Beverages/Drug Use

Smoking, vaping, or e-cigarette use.

Open fire or flame of any kind (pyrotechnics, candles, tobacco, etc.).

## **Safety & Emergencies:**

All exit doors around the auditorium must remain in their secure positions (do not prop exterior doors open). Fire exits, and aisles must be kept clear at all times. Locate the fire extinguishers and other safety items before your event. Report any safety issues, injuries, emergencies, etc. to JFAC. In the event of a fire or life-threatening emergency call 911, calmly evacuate if needed, and then notify JFAC.

## **Risk of Loss:**

Renter agrees to defend, indemnify, and hold harmless, JFAC, Juab County, and its members, employees, and volunteers from all claims, demands, damages, actions, expenses, attorney's fees, and cause of action that may arise from the user for any reason arising from the use, rental, or lease of the Juab Centennial Auditorium including, but not limited to, intentional acts, breach of contract, or violation of copyright law. This clause shall survive the termination or completion of this rental agreement.

Renter assumes all risk. Any damage caused by participants or audience members will be the responsibility of the renter at the actual cost to repair or clean up the damage.

## **Insurance Requirements:**

Renter is responsible for ensuring they have the correct insurance policy to cover their event.

## **General Use Guidelines:**

- Do not adjust thermostats. Ask a JFAC member for assistance if the temperature needs to be adjusted.
- Use of the black dance floor on the stage is required. Removal is prohibited. Also, NO STREET SHOES are allowed on the black dance floor on the stage. Rocks and dirt from shoes will damage the floor.
- Do not bring chairs into the auditorium from elsewhere in the building. Extra chairs are located at the back of the auditorium or on the tiers.
- No tape on chairs, floors, curtains, or walls. (MASKING TAPE ONLY may be used on the stage but must be removed when finished.). No staples or nails or tacks may be used

on any wall or surface.

- If the piano will be used, please contact a member of the JFAC presidency. Special care must be taken to ensure the piano is not damaged and moved safely.
- No food or drinks, unless specifically cleared through the Juab Fine Arts Council in advance.
- NO GUM!
- No one is permitted in the sound booth for any reason. Only JFAC-approved technicians may enter the booth or operate the sound or lighting equipment.
- Our auditorium seating is new! Please help us keep it in top shape by ensuring its appropriate use. Seats may not be jumped on or stood on. Any damage will be the responsibility of the renter.
- Sufficient adult supervision is required and is the responsibility of the renter.

### **Backstage/Cast Room Use**

- JFAC has many props, costumes, and equipment that is stored in various parts of the theater. It is the responsibility of the person renting the auditorium to ensure these items are not disturbed or used. Participants in these areas must be supervised at all times.

### **Cleaning Requirements**

After renting the facility, the following cleaning jobs must be accomplished to receive a full refund of the deposit. All cleaning supplies and can liners are provided and can be located backstage in/by the bathroom. Additional vacuums are stored at the top of the spotlight booth stairs. If you are unsure how to clean or what to use, please ask JFAC.

### **Auditorium and Stage Cleaning Checklist:**

- ☐ Return everything to its original position.
- ☐ Remove all decorations & and pick up any trash.
- ☐ Return stage curtains to their original open position. Do not try to clean the curtains if anything is spilled on them or if they have been damaged. Attempts to clean or repair the curtain may make the problem worse. Notify the JFAC president for assistance.
- ☐ Sweep the stage floors (& mop if needed).
- ☐ Sweep and mop the wood floor under the audience seating.
- ☐ Vacuum all auditorium carpet and spot cleaned if needed. Empty the vacuum after use.
- ☐ Black audience chairs and tables should be returned to where they were. Wipe off if needed and rearrange/straighten chairs in rows on tiers (20 on each tier).
- ☐ Clean the backstage bathroom (take out trash, clean toilet, wipe surfaces, sweep/mop floor).
- ☐ Clean the backstage cast room if used (straighten, take out trash, wipe surfaces, vacuum carpet).
- ☐ Check the new theater seating and report any gum or other damage or issues.
- ☐ Clean the exit stairs (sweep and mop up any spills if needed).
- ☐ Take all garbage out to the outside dumpster (near the SE door) & replace can liners.
- ☐ Turn off all lights when finished. Turn off the cast room AC if it was turned on during the event.

### **County Building Lobby, Halls, and Bathrooms:**

(Required if the main doors, halls, and/or bathrooms were used.)

- ☐ Pick up any garbage.
- ☐ Vacuum & spot clean (if needed) hall carpets on both floors.
- ☐ Clean all bathrooms (both floors) – surfaces wiped off, toilets not clogged, trash taken to dumpster, can liners replaced.
- ☐ Check the elevator. Wipe up any spills.

- ☐ Turn off all lights (one light remains on at the end of each floor).
- ☐ Ensure that the exterior doors are shut and secure. Ensure everyone has left the building.
- ☐ Ensure main theater doors are locked and securely closed.

**I have read the auditorium rental agreement and use and cleaning guidelines. I agree to pay, use, and clean as outlined. I agree that violation of this contract may cause my rental of the auditorium in the future to be forfeited, and I will be responsible for any damage or additional cleaning or fees.**

\_\_\_\_\_  
Renter's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Keep a copy of the contract for your records.

Return the signed contract, along with payment to JFAC PO Box 400 Nephi, UT 84648

\_\_\_\_\_



**JFAC Use only:**

Rental Agreement Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rental Agreement Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter Notified: \_\_\_\_\_  
Notes: \_\_\_\_\_

**Estimated Fees Due with the Agreement (Renter Initials \_\_\_\_\_)**

\_\_\_\_ Hours at \$50/hour = \$ \_\_\_\_\_  
\_\_\_\_ Days at \$350/day = \$ \_\_\_\_\_  
\_\_\_\_ Technician hours at \$25/hour = \$ \_\_\_\_\_  
\_\_\_\_ \$250 Facility deposit (refundable) email to [news@jfac.info](mailto:news@jfac.info) = \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
(Payment Received by: \_\_\_\_\_, by Check, Cash, PayPal on \_\_\_\_\_)

**Additional Fees Due After Event (if damage/cleaning/additional time)**

\_\_\_\_ Change Fees = \$ \_\_\_\_\_  
\_\_\_\_ Additional rental time not included in initial payment = \$ \_\_\_\_\_  
\_\_\_\_ Light reset / ladder fee \$xxx (taken from cleaning deposit if anything was done to or near the lights) = \$ \_\_\_\_\_  
\_\_\_\_ Damage = \$ \_\_\_\_\_  
\_\_\_\_ Cleaning = \$ \_\_\_\_\_  
\_\_\_\_ Other \_\_\_\_\_ = \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
(Payment Received by: \_\_\_\_\_, by Check, Cash, PayPal on \_\_\_\_\_)

**Post Event Inspection**

Inspection date/time \_\_\_\_\_ Completed by \_\_\_\_\_

Issues / Problems / Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Refund Disposition**

Facility Deposit \$ \_\_\_\_\_  
Minus Additional Fees \$ \_\_\_\_\_  
Amount to refund: \$ \_\_\_\_\_

Returned: \_\_\_\_\_ Date: \_\_\_\_\_