



# Sorenson Unity Center

## APPLICATION FOR USE

1383 South 900 West, Salt Lake City, Utah 84104  
P.O. Box 145549, Salt Lake City, Utah 84114-5549  
Phone (801) 535- 6533 Fax: (801) 886-0366  
[www.sorensonunitycenter.com](http://www.sorensonunitycenter.com)

This application must be filled out completely and submitted to Unity Center staff. Please read all of the Rental Policies and Procedures thoroughly. Additional information may be requested by the Sorenson Unity Center to determine use.

1. Name of Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Federal ID Number \_\_\_\_\_

2. Name of Event \_\_\_\_\_

3. Contact Name \_\_\_\_\_

4. Phone \_\_\_\_\_ Work/Cell/Home \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

5. Check one:  Non-Profit Organization, (If yes, please list your sales tax exempt number \_\_\_\_\_)
- Non-Profit w/Commercial (non-profits charging for event)
- Glendale/Poplar Grove resident (If yes, please attach proof of residency- 84104 and 84116 to North Temple)
- Community Council Meeting
- Private/Commercial  Programming (internal event)

6. Equipment and Services requested for use: All rentals include 150 chairs and 7 tables. For additional fees see Rental Rate form

- |  |   |
|--|---|
| <input type="checkbox"/> Salt Lake City Police Officer (Required with alcohol)     | <input type="checkbox"/> Stage Setup (See Event Specialists for layouts and dimensions) |
| <input type="checkbox"/> Tables (7 max) How many _____                             | <input type="checkbox"/> Chair (150 max) _____  |
| <input type="checkbox"/> Projector (Includes screen and DVD-VHS Combo)             | <input type="checkbox"/> Wireless Internet  |
| <input type="checkbox"/> Piano   | <input type="checkbox"/> MAC VGA Adapter  |
| <input type="checkbox"/> Lighting Board (Includes Theatrical Light package)        | <input type="checkbox"/> Screen   |
| <input type="checkbox"/> DVD-VHS Combo   | <input type="checkbox"/> Theatrical Lights (Includes single man lift usage)             |
| <input type="checkbox"/> Single Man Lift Usage                                     | <input type="checkbox"/> PC Laptop  |
| <input type="checkbox"/> Audio System (Includes CD player, microphones and inputs) | <input type="checkbox"/> Power Point Remote w/Laser Pointer                             |

7. Area(s) requested for use:

- |   |  |   |                                      |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Main Lobby/Gallery | <input type="checkbox"/> Performance Theater | <input type="checkbox"/> Reception Area | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kitchen            | <input type="checkbox"/> Conference Room     | <input type="checkbox"/> Class Room     |                                      |

8. Date(s) requested \_\_\_\_\_ Event Hours \_\_\_\_\_ A.M./P.M. (to) \_\_\_\_\_ A.M./P.M.

Set Up Begins \_\_\_\_\_ A.M./P.M. Strike A.M./P.M. \_\_\_\_\_

(Maximum 6 hours including setup and strike or hourly rate will apply)

9. Expected attendance \_\_\_\_\_ Event purpose \_\_\_\_\_

10. Has this event been held before?  Yes  No When \_\_\_\_\_ Where \_\_\_\_\_

11. How did you hear about the Sorenson Unity Center for your event? \_\_\_\_\_

12. How will this event be promoted?  Radio  TV  Press  Poster  Flyers  Other \_\_\_\_\_

**Sorenson Unity Center requires all marketing/press/media include our logo and be approved by SLC management**

13. Is fund raising involved?  Yes  No; Purpose \_\_\_\_\_

14. List of Sponsors/Partners \_\_\_\_\_

15. Will food be served or sold?  Yes  No; If yes, what \_\_\_\_\_

16. Will you use a caterer?  Yes  No  
If yes, name of caterer \_\_\_\_\_ Phone \_\_\_\_\_

17. Will alcohol be served?  Yes  No; If yes:  Beer  Wine  Liquor  
**If Alcohol is served at least (1) Salt Lake Police Officer must be used as security. Applicant is responsible for paying for security.**

18. Will anything else be distributed or sold?  Yes  No; If yes, what \_\_\_\_\_

19. What equipment, materials, displays, etc. will you bring on site? \_\_\_\_\_

20. Will you use signs or banners?  Yes  No; If yes, how many \_\_\_\_\_ size (s) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Received \_\_\_\_\_

Acceptance of this application by The Sorenson Unity Center **does not constitute approval** or availability. **Rental Agreement** must follow this application.