



APPLICATION FOR USE
SORENSON UNITY CENTER
1383 South 900 West, Salt Lake City, Utah 84104
(801) 535- 6533 www.sorensonunitycenter.com

This application must be filled out completely and submitted to Sorenson Unity Center staff.
Please read all of the Policies and Procedures thoroughly.
Space is not considered reserved until a *Rental or Use Agreement* is completed and signed.

Description of the Event: _____

Name of Organization or Individual: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone (day): _____ Email: _____

Check one: For Profit Business or Individual Non-Profit Organization (not charging for event)
 Salt Lake City Department/Division Non-Profit (charging for event)
 Glendale/Poplar Grove Resident

Date requested: _____ Set Up Starts: _____ am/pm Clean-up Ends: _____ am/pm
Event Starts: _____ am/pm Event Ends: _____ am/pm

Area(s) requested for use:
 Performance Theater Main Lobby/Gallery Kitchen Conference Room
 Meeting Room Art Room CityLab Room YouthCity Room
 Full Facility

Expected attendance _____

NOTE - events expecting more than 500 people require a Temporary Mass Gathering Permit

Will food be served? No Yes

Will you use a caterer? No Yes If yes, name of caterer: _____ Phone: _____

NOTE – If food is served at a public event, a professional caterer, paid for by applicant, must be used.

Is the event private or will admission be charged or items sold, OR is the event free and open to the public?

Private event OR Admission will be charged OR Items are available for sale
 Event is completely free and open to the Public

Office Use Only: Approved _____ Denied _____ Reason: _____

Contacted: _____ Date: _____ by: _____

Calendared _____ Event Sheet Printed _____