

Sunnyside Apartments Community Center Usage Policies

Everyone who reserves one of the community centers must read and agree to the following set of policies. If you have any questions or concerns, please email community.centers@usa.utah.edu.

1. Only Sunnyside Apartments residents may make reservations, and only for activities in which they are personally involved.
2. The Community Centers cannot be reserved for commercial sales purposes.
3. The East Community Center is available from 6:15pm-11:00pm on weeknights and from 8:00am until 11:00pm on Saturdays and Sundays. The Cottonwood and Spruce Community Centers are generally available daily from 8:00 AM- 11:00PM (excluding some University holidays). The scheduling platform will show you a calendar with available time slots when the centers can be reserved. All activities must end by 11:00pm unless prior approval is given from Resident Council. Request approval by emailing that information to community.centers@usa.utah.edu.
4. New reservations or time changes in existing reservations must be made 10 days in advance.
5. Each resident can make up to three reservations per month. Extended use of the centers on a weekly basis for up to eight consecutive weeks can be requested [here](#). Extended use is for ongoing activities that are open for all residents to join. If approved by the Resident Council, the event must be advertised on the [Sunnyside Apartments Marketplace Facebook Group](#) or by providing flyers to the Main Office for distribution. Advertisements must include the phrase 'Approved by Resident Council.'
6. Maximum occupancy for the centers is as follows: East Community Center, 50 people; Spruce Community Center, 75 people and Cottonwood Community Center 91 people.
7. All non-resident guests must park in visitor designated parking. Parking is enforced from 6am until 10pm (7) days a week.
8. Driving motor vehicles on the sidewalks, non-road areas, or in the courts is not allowed at any time.
9. Utah Law and University Policy prohibits the consumption of any alcoholic beverages in the centers.
10. Smoking is prohibited in all University buildings or in any common areas. Smoking must be done at least 25 feet from the center and outside the perimeter of surrounding interior courtyards.
11. Open flames are not permitted inside the Centers. This includes but is not limited to birthday candles, decorative candles, incense etc.

12. Residents using the Community Centers agree to refrain from loud noises that may adversely affect neighbors in nearby apartments.
13. Upon arrival, you will be asked to complete and sign a condition report documenting any pre-existing damages or uncleanliness. After your event, you must clean the Center and put away all equipment and supplies. If it is necessary for Sunnyside staff to clean the Center, put away tables, chairs or other equipment, or repair damages, your rental account will be charged for all material and labor costs as determined by Sunnyside Apartments.
14. Sunnyside resident life staff will open the door so you can enter the Center. It is your responsibility to maintain access to the Center throughout your activity. You should make sure that there is someone in the Center during your entire activity so that you do not get locked out. In the event you are locked out, you must contact Campus Police (801-585-2677) to open the Center. Your rental account will be charged a lock out fee for this service.
15. You must be at the Center at the precise starting time that you chose in your reservation. If you do not appear at this time, you will be charged a no-show fee. Cancellation of a reservation must be made at least 24 hours in advance by replying to your confirmation email. If cancelling within 24 hours of your reservation time, you will need to email community.centers@usa.utah.edu. Failure to provide appropriate notice or to not show up will result in a cancellation/no-show fee being charged to the resident's rental account.
16. Sunnyside Apartments reserves the right to cancel community center reservations. If this happens, Sunnyside Apartments will give notice to the resident that reserved the center via email as quickly as possible so that there is time for the resident to reschedule.