

Prior to submitting an application, please review the following documents:

- [Unity Center Rental Rates Sheet](#)
- [Unity Center Event Planning Guide](#)
- [Salt Lake City Corporation Guidelines and Requirements for Rentals of the Sorenson Unity Center](#)

1. Applicant checks space and date availability of facility with Sorenson Unity Center staff.
unitycenter@slcgov.com
(801) 535-6533
2. Applicant completes and submits the Application for Use form.
3. Staff will review Application for Use form. If application is denied, Unity Center Staff will provide a reason and possible alternate venues. Applicant will be contacted if additional information is needed to process the application.
4. If application is approved, staff will create an Event-specific Rental Agreement and Invoice based on the information provided in the Application for Use.
5. The Renter must complete and sign the Rental Agreement and Invoice and return it, along with a signed copy of the Salt Lake City Corporation Guidelines and Requirements for Rental Use at the Sorenson Unity Center and the necessary damage deposit and Rental Fees to Sorenson Unity Center staff at least 30 days prior to the event.
 - No cash payments can be accepted.
 - Check, Money Order, Credit, or Debit Cards only.
6. Please note: The Sorenson Unity Center operates on a first come, first served, first pay basis. The date and time for an event (Event) is not considered “booked” nor is a space officially reserved until the deposit and signed Rental Agreement and Invoice are received.
 - For an application to be approved, all outstanding payments from previous Events must be paid in full by credit card or cashier’s check.
 - If an Event is booked less than 30 days in advance, complete deposit and rental payment must be made with credit card or cashier’s check only.
7. At least 30 days prior to the Event, Renter must submit Rental Fees payment and required deposit to Staff.
8. At least 30 days prior to the Event, Renter must schedule a meeting with Staff to perform a walk-through of the facility and review details of Event. If needed, Staff will create an Event Sheet with specific room layout and equipment needs for Renter to review.
9. On the day of the Rental, Unity Staff will review and Renter must sign completed Room Condition Report before and after the Event.
10. Following the Event, Unity Staff will process a deposit return, provided all conditions outlined in the Salt Lake City Corporation Guidelines and Requirements for Rental of the Sorenson Unity Center are met.

The Sorenson Unity Center also partners with Community Organizations to provide free Community Programming and Events. For more information, please contact:

Sean Martin, Community Programs Manager
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(801) 535-6535