



To comply with **HB 261**, student resources and support programs previously managed by the Black Cultural Center will now be administered by the **Center for Student Access and Resources (CSAR)**. Additionally, cultural education, celebration activities, and awareness programs previously managed by the Black Cultural Center will, for now, be administered by the **Center for Cultural and Community Engagement (CCE)**.

Since it was established in 2019, the Black Cultural Center has provided support and advocacy for faculty, staff, trainees, and students through Black-centered research, culturally affirming educational programs, and services. Its influence will have a significant and lasting presence in our university community.

The University of Utah plans to request approval for additional cultural centers once the approval protocols are established by the Office of the Commissioner of Higher Education.

(Despite the closure of the Black Cultural Center, its building located at 95 Fort Douglas Blvd, Building 603, will continue to operate as a space for broader community engagement. This building is open during weekday work hours from 9-5pm, Mon.-Friday. For reservations and inquiries, please contact: culture@utah.edu)

Black Cultural Center (BCC) Rental Policy and Procedures **University of Utah Center for Community & Cultural Engagement**

This document serves as a policy statement and rental reservation form for the BCC. To book the space, please contact us at **culture@utah.edu** to check availability. For detailed event-related requirements, refer to our Policies and Procedures document, which is included in this BCC Facility Rental Application. Please keep this document for reference when planning your event.

The Black Cultural Center (BCC) at the University of Utah offers a welcoming environment for community events, meetings, and gatherings. We aim to maintain the integrity and functionality of the space, while ensuring all renters have a positive experience. Please read the following policies and procedures carefully before renting any BCC spaces.

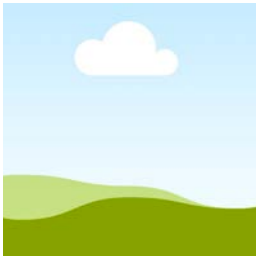
- A copy of the Use Policy will be available upon request.
- The Black Cultural Center (BCC) is intended primarily for cultural and community events, programs, celebrations, meetings, and educational classes. Community partners on and off campus will be able to rent the BCC for events and programs that are approved by the CCE.

Use of Facilities:

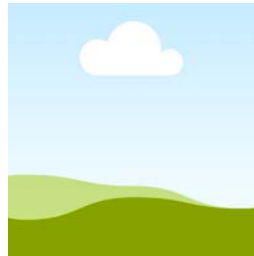
Reservations for the BCC must be made at least one month in advance. Reservation requests can be submitted online or by contacting the Center for Community & Cultural Engagement.

For the purposes of this policy one (1) month before the event date refers to the same day of the month in the previous month. For example, one (1) month before July 17 would be June 17. In general, the BCC spaces will only be available for usage if rental application is submitted one month before event/program. This is to ensure CCE staff are available to open and close BCC before and after event has occurred. CCE will not accept any rental requests within less than two (2) weeks of any event, meeting, or programming requests. Any requests within two weeks of events will require a late fee. See our late fee policy below: Any rentals that are requested 2 weeks prior to event will come with an additional late rental fee.

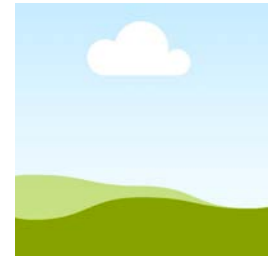
Available Spaces for Rent:



Kitchen



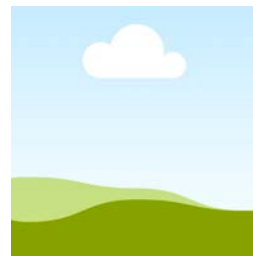
Conference Room



Lounge Room



Classroom



Outdoor Classroom

Reservations:

BCC rooms will be available for rent at the following time periods:

Monday-Thursday from 8:00 a.m. to 8:00 p.m.;;
Fridays and Saturdays from 8:00 a.m. to 6:00 p.m.;;
Sundays: please reach out to culture@utah.edu to check availability.

Please email culture@utah.edu for any additional rental support for extended hours. CCE can support flexible rental hours outside of the times listed if rental application is submitted and approved within the 1 month booking requirement.

CCE aims to keep the BCC facility **free** for all campus and community partners. Due to the small size of the CCE staff, we are requiring that there be a one (1) hour minimum for all single day rentals. Additionally, there are late fees for rental applications submitted two (2) weeks or less from the time of the rental date. This is to ensure CCE staff can staff, schedule, stock, and prepare space for community partners in reasonable amount of time.

Late fee prices are as follows:

- \$50 late fee required if scheduled less than two (2) weeks prior to event. (U student late fee: \$15)
- \$100 late fee required if scheduled less than one (1) week of event. (U student late fee: \$35)
- All late fees will go directly to the Black Cultural Center to help with the upkeep and staffing of this historical building.

Damage Deposit A refundable deposit may be required, depending on the nature of the event. Any damages to the facility or its contents will be deducted from the deposit. If damages exceed the deposit, the renter will be responsible for the additional costs.

Capacity: Each space has a maximum capacity to ensure safety:

- Kitchen: 10 persons
- Lounge Area: 20 persons
- Conference Room: 15 persons
- Front Room: 30 persons
- Outdoor classroom: up to 100 people (please be aware of traffic through BCC to ensure safety. Capacity numbers still apply with outdoor classroom rental.)

Rental Procedures and Expectations:

1. Checking In and Out:

- Check-In: A staff member will meet with the renter at the start of the reservation to review the space, provide access, and ensure the renter understands the policies.
- Check-Out: Renters must vacate the space promptly at the end of their reserved time. A staff member will inspect the space after use to ensure compliance with cleaning and usage policies.

2. Lounge Area and Special Collections Library: The BCC lounge includes a unique collection of books available for use only within the BCC. These books are part of a special collection and cannot be taken out of the building under any circumstances. Renters and attendees are welcome to browse and use the books while in the lounge, but they must be returned to the original location before leaving.

3. Use of Kitchen: - The kitchen is available for food preparation, but renters must supply their own ingredients and consumables.

- Dishes and Utensils: Renters may use the kitchen's dishes, utensils, and cookware, but they must be cleaned, dried, and put back where they were found by the end of the event.
- Food and Beverage Cleanup: All food items, containers, and trash must be removed or disposed of in the designated bins at the end of the event.

4. Cleaning and Maintenance: All spaces must be left in the same condition as they were found. Renters must ensure that:

- Tables, chairs, and other items are returned to their original positions.
- Any decorations, signage, or personal items are removed.
- Trash and recyclables are placed in the appropriate receptacles.
- Floors are swept or vacuumed if necessary (cleaning supplies are available upon request).

Failure to meet these requirements may result in additional cleaning fees or loss of the damage deposit.

5. Use of Equipment and Other Items: Renters may use equipment (e.g., TV's, whiteboards, etc.) and items provided in the space, but they must be returned to their original places at the end of the event. Any damage or malfunction to equipment must be reported to staff immediately.

6. Prohibited Activities: Smoking, alcohol, and illegal substances are strictly prohibited within the BCC. Renters may not affix any decorations or items to the walls without prior approval. Amplified music or loud activities that may disturb other events or offices in the building are not allowed unless explicitly approved.

7. General Expectations: All individuals utilizing the BCC must behave respectfully toward the space and its contents, as well as to other visitors. The BCC reserves the right to refuse rental requests for events that do not align with the mission of the Center for Community & Cultural Engagement or for events that may damage the space.

8. Contact Information: For additional information or to request a rental, please contact: Center for Community & Cultural Engagement University of Utah: culture@utah.edu



Community Partner Signature



CCE Staff Signature

Please scan QR Code to complete BCC Rental Registration:

