



CITY HALL RESERVATION APPLICATION

West Bountiful City

550 N 800 W, West Bountiful, UT 84087
Phone: (801) 292-4486
Fax: (801) 292-6355
www.westbountiful.utah.gov

APPLICANT NAME (Primary Contact over 21): _____

NAME OF GROUP, IF APPLICABLE: _____

ADDRESS OF ABOVE: _____

PHONE(s): _____ EMAIL: _____

PURPOSE OF RESERVATION: _____

FACILITIES TO BE RENTED: ____ Council Chambers/kitchen (\$50-R, \$100-NR), ____ Large Conference Room (\$30-R, \$60-NR),
____ Small Conference Room (\$20-R, \$40-NR), ____ 8' Banquet tables-N/C (6 available), ____ Chairs-N/C (50 available)

RESERVATION DATE: _____ TOTAL HOURS REQUESTED: _____

TIME TO BEGIN SET-UP: _____ TIME CLEAN-UP TO BE COMPLETE: _____

TIME ACTIVITY TO BEGIN: _____ TIME ACTIVITY TO END: _____

REFRESHMENTS TO BE SERVED (including type of beverage): _____

SPECIAL REQUIREMENTS/REQUESTS: _____

I certify that I have reviewed the West Bountiful City Facility Use Policy and I agree to the terms and conditions listed therein. I understand that if damage to the building or its contents exceeds the deposit, I will pay the total costs of required cleaning or repairs. I agree to indemnify, hold harmless, and reimburse West Bountiful City with respect to all claims, damages, suits, attorney fees, and other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the facilities by the applicant. I certify that the above information is true and correct to the best of my knowledge.

Date: _____ Applicant Signature: _____

FOR OFFICIAL USE ONLY

Application Received date: _____
Fee/deposit paid date: _____

Reservation Approved/initials: _____
Fee/deposit paid amount: _____

Inspection date/time: _____
Deposit refund authorized: _____
Deposit check issued date: _____

Inspected by: _____
Deposit refund amount: _____
Deposit mail/hand-delivered date: _____

WEST BOUNTIFUL CITY

FACILITY USE POLICY

GENERAL POLICY

West Bountiful City supports the general policy of making its facilities, including the Park Boweries and City Hall available to the public for certain types of activities and events.

Any use of City facilities must be in accordance with this policy and is subject to availability and the sole discretion of the City Council. The City shall not discriminate in the use of its facilities on the basis of race, creed, color, national origin, sex or disability.

The City Council may modify and/or terminate this Use Policy at any time.

RENTAL FEES

- A. Rental fees are set periodically by resolution of the City Council and are subject to change at any time. Current fees are available for review in the Consolidated Fee Schedule available on the City's website www.wbcity.org or at the City offices.
- B. All rental fees are required to be paid before reservation will be confirmed.
- C. No fees will be charged for West Bountiful City Government activities or for use of the facilities by official City committees. The City Council may, in its discretion, discount or waive fees in certain cases where the user makes a significant contribution to the City and its programs. Fees may also be waived for use by other governmental agencies or approved non-profit agencies.

USE ELIGIBILITY

The facilities will be available to West Bountiful residents at a discounted rental rate. If there is a scheduling conflict, the official City group will have priority over another group for that use. Approval of any such scheduling change must be given by the Mayor, or the Mayor's designee.

PARK BOWERY RENTAL

A. **Boweries Available for Use**

There are five Boweries available at the City Park. The large Bowery and the two small Boweries next to Pages Lane may be reserved in advance with a guarantee of

availability. The two small Boweries in the center of the Park are available on a first come, first served basis.

The large Bowery behind City Hall may also be reserved in advance with a guarantee of availability.

Prior to the beginning time of the reservation, the City will post signs at the Bowery making people aware of the reservation.

B. Bowery Availability

1. Boweries are available for rental from April 15 through October 15 each year.
2. Reservations will be accepted for Bowery rental beginning the second Monday in January for West Bountiful residents and the second Monday in March for non-residents.
3. Park hours are from 6 a.m. to 10 p.m.

C. Reservation Procedures

Any individual or group wishing to reserve a Bowery shall complete a Bowery Rental form, available on the City's website www.wbcity.org or at the City offices, in advance of the proposed reservation. The following information shall be provided:

1. Name, address and contact information of the primary contact (must be over 21 years of age).
2. Group represented, if applicable.
3. Date reservation is desired.
4. Times and total hours requested for reservation.
5. Use for which the reservation is desired.
6. Number of people expected to attend the activity.

D. Payment of Fees

1. Reservation will not be confirmed until payment is received;
2. Park Rental fees are nonrefundable.

E. Use Regulations

1. The lawn may not be used for golfing, skiing, or snowboarding;
2. The use of motorized vehicles is prohibited except in designated parking areas;
3. Amplified music is not permitted without prior written consent of the City Council, or its designee, as allowed by ordinance;
4. Water activities are not permitted without prior written approval from City Staff;
5. Ice-blocking and waterslides are prohibited;
6. No drugs or alcoholic beverages may be possessed, dispensed, or consumed at any time;
7. Pets or animals are not allowed except for service animals;
8. Glass containers are not permitted.

F. Cleaning responsibility

It shall be the responsibility of the individual or group to clean up the area, including the parking lot, by removing all garbage and debris and depositing it in the appropriate receptacles.

Any clean-up or damage will be charged to the primary contact making the reservation.

CITY HALL RENTAL

A. Building Areas Available for Use

The following areas of the City Hall building may be available for use if approved in advance by City staff: The City Council chambers, the lobby, the kitchen, the large conference room adjoining the Council chambers and the small conference room off the lobby by the police reception area.

B. City Hall Building Hours

The City Hall building will generally be available for public use during the following times:

Monday – Friday	5 p.m. - 10 p.m.
Saturday	9 a.m. - 10 p.m.
Sunday	9 a.m. - 8 p.m.

Official City holidays Rental availability will be determined by the Mayor or Mayor’s designee in his or her discretion and, if approved, will result in an additional charge.

C. Reservation Procedures

1. Application

Any individual or group wishing to reserve an available area of the City Hall building shall complete a reservation application form, available on the City’s website www.wbcity.org or at the City offices, in advance of the proposed reservation. The following information shall be provided:

- a. Name, address and contact information of the primary contact making the reservation. The primary contact must be over 21 years of age.
- b. Group represented, if applicable.
- c. Area(s) to be reserved.
- d. Date(s) reservation is desired.
- e. Total hours to be reserved, including set-up and clean-up. All hours must run consecutively.
- f. Specific times: to begin set-up, activity beginning time, activity ending time, clean-up complete.
- g. Purpose of the meeting or activity.
- h. Number of people expected to attend the event.
- i. Refreshments to be served, including type of drinks.

2. Confirmation

If the building is available on the date and time requested and the City determines that the proposed use is proper, the City staff will notify the applicant that the activity has been approved.

3. Payment of Fees and Deposit

Upon being notified that the rental reservations have been approved, the applicant shall immediately make payment of all fees and deposits to the City business office.

4. Security Deposit

The use of any areas within the City Hall building will require a security deposit which is refundable if the room, or rooms, are left in a clean and orderly fashion and no damage has been done. If damage or mistreatment has occurred, deductions will be made from the deposit and, if insufficient, a charge will be assessed the individual and/or group. No deposit will be refunded until the assigned access card key has been returned. All deposits and refunds shall be coordinated through the City business office. The remaining deposit will be returned two to three weeks after the event has taken place.

5. Refunds for Cancellation

A full refund of the fee and security deposit will be made if the reservation is canceled four (4) weeks prior to the scheduled event. A refund of fifty percent (50%) of the fee and one hundred percent (100%) of the security deposit will be made if the reservation is canceled less than four (4) weeks but more than one (1) week prior to the event. A refund of one hundred percent (100%) of the security deposit, but no refund of the fee, will be made if the reservation is canceled within one week prior to the event.

The City shall not be liable to individuals or groups in damages if the premises are not available for use as a result of the City's actions or omissions or any other reason. If the City cancels an event, a full refund will be given, but that is the extent of the City's liability.

6. Dispute Resolution

The Mayor or the Mayor's designee will make a determination of allowable use or resolve questions regarding fees and deposits as requested by either City staff or the applicant. If the applicant disagrees with the decision rendered, the

applicant may appeal the decision to the City Council in accordance with the West Bountiful Municipal Code.

D. USE REGULATIONS

Individuals or groups using the City Hall building shall comply with the following use regulations:

1. Conduct while in building.
 - a. Participants and guests shall comply with applicable laws
 - b. No foul or abusive language shall be used at any time.
 - c. Shoes and shirts must be worn at all times.
 - d. No smoking, drugs, or drinking of alcoholic beverages or possession of the same will be permitted at any time.
 - e. Areas not specifically reserved shall be off limits.
 - f. No youth parties will be allowed, unless supervised by at least two people over the age of 21.
 - g. Open flames, lighted candles, glitter, rice, confetti, graphite, paints, hay straw, corn stalks, grass, palm fronds and other similar materials are prohibited in the building.
 - h. Heavy items are to be carried when moved to avoid damage to the floor. Tables, chairs and other equipment are not to be taken from the building for any reason.
 - i. Hallways, exits and other traffic areas are to remain free of tables, chairs, boxes and other items at all times.
 - j. No nails or tacks may be used in the walls.
 - k. Pictures, plaques, flags, blinds, light fixtures, furniture, etc., are not to be removed or rearranged unless approved in advance by City staff.
 - l. Participants and guests are to remain in the area of the building that has been reserved for the meeting or activity. Playing in halls or restrooms by children is prohibited. Children attending meetings or activities in the

building must be supervised at all times by a responsible adult who is present. The person reserving the facility is responsible for the conduct of participants and guests.

- m. Meetings and activities shall end on time. Sufficient time shall be scheduled for clean-up of the scheduled room at the conclusion of the activity. If the individual or group exceeds their scheduled time, a penalty of \$100 per hour will be charged.
- n. Pets or animals are not allowed in the building except for service animals.
- o. Portable electric heaters are not allowed.
- p. No items may be strung or attached to the walls or ceiling of the building.
- q. Nothing is to be sold in the building unless pre-approved by City staff.
- r. Gambling in any form is prohibited.
- s. Any other rules or regulations pertinent to the effective and efficient operation and preservation of the building will be established by the City Council. The policy will be enforced by the Mayor or the Mayor's designee.
- t. In the event an emergency policy decision is necessary, that decision is to be made by the City Administrator or designee with the approval of the Mayor, or in the case of the Mayor's absence, the Mayor Pro Tempore. If the City Administrator or designee is unable to contact either the Mayor or the Mayor's designee, the City Administrator or designee will make the emergency decision which he or she deems to be in the best interest of the City.

2. Preparing facilities for use

Special arrangements and removal of furniture must be cleared at the time of scheduling. The City staff shall see that the reserved area and requested tables and chairs are available for the applicant's use. However, the individual or group using the facilities shall be responsible to set-up and organize the area they will be using including setting-up and putting away the chairs and tables they use.

3. Set-up

Set-up time must be cleared at the time of scheduling. Normally, set-up will not be allowed earlier than two (2) hours prior to the time of the event. On Monday

through Friday, set-up can be no earlier than 3 p.m., with the event beginning no earlier than 5 p.m., unless special consideration is granted.

4. Serving Refreshments

- a. Red and orange based punch, grape juice, or other strong colored liquids, sauces, toppings or foods which could seriously stain carpets are not allowed (e.g., strawberry, raspberry, blueberry, and fruit punch). Water or light colored punch is preferred.
- b. No alcoholic beverages will be allowed in the building at any time.

5. Cleaning

- a. It shall be the responsibility of the individual or group using the building to clean up the area assigned to them, including the parking lot, by removing all foreign matter, garbage and debris and depositing it in the appropriate outside receptacles.
- b. If the kitchen area is used, all appliances, counter tops, sinks and floors must be cleaned to the satisfaction of City staff. The appointed City representative will verify cleaning has been adequately performed.
- c. All lights will be turned off before leaving the building.

6. Breakage or damages to Facilities

Any damage to the building or any conduct which does not strictly adhere to the policies, rules, and regulations adopted for the City Hall building shall be sufficient reason to refuse future use or to terminate actual use of the building for that individual or group.

E. Access to Building

Controlled access key cards will be provided to the person responsible for the event no earlier than two business days prior to the scheduled event, unless special circumstances, as determined by the Mayor or Mayor's designee in his or her discretion, warrant a change. The unlock and lock procedure will be explained and emergency numbers will be provided in case of a problem during an event.

F. Security Deposits

The purpose of a deposit is to assure proper clean up and care of the building. When the building is left dirty or damaged, the City will retain part or all of the deposit.

1. Deposits are required to be paid when reservation is made. Deposit checks will be cashed.
2. If costs of cleaning or repair of damage to the building or its contents exceed the deposit, the person renting the building at the time the damage was incurred must pay the total costs of such cleaning or repairs.