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## **BRIAN HEAD TOWN HALL AND PUBLIC SAFETY BUILDING RESERVATIONS**

### **Policies and Procedures**

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#### **SCHEDULING POLICIES AND PROCEDURES**

The Brian Head Town building facilities are scheduled and used to further the educational, cultural, and social needs of the Town and the community. The facilities are made available to community members and groups subject to payment of applicable user fees/charges and if such use is consistent with the mission of the Town.

#### **SCHEDULING**

The Town Guest Service Representatives coordinates the scheduling of the building rentals. When determining your needs for a successful conference (meeting, retreat, etc.), consider the event's general requirements: meeting rooms and setup, audiovisual equipment, breaks.

#### **THE CONFERENCE ROOM and/or COUNCIL CHAMBERS**

A minimum of five working days notice prior to an event is required for all requests for space where special setup is necessary. A minimum of two working days notice is required for requests for use of a conference room where special setup is not requested.

#### ***Scheduling by Town Affiliated Groups***

Reservation Request Form: A copy of the registration form can be found online at [www.brianheadtown.utah.gov](http://www.brianheadtown.utah.gov). The form is the official document requesters use to schedule facilities the Town Hall or Public Safety Building. The form identifies space to be used, date and time of use and/or other arrangements. All reservations are considered tentative until the form is processed by the Guest Service Representative (GSR).

#### ***Stipulations for Use of Facilities***

- Furniture and equipment are not to be moved when using the facility. Any moving necessary will be done only by making the request through the GSR and could incur additional charges.

- Organizations using the facilities and equipment shall safeguard and care for the facilities. The organization or person using the facilities shall be liable for any property damage to the building, facilities, or equipment. In the event of damage or vandalism, repairs shall be made by the applicant shall promptly reimburse the Town for the repair. Charges will also be incurred by the sponsoring organization or person for excessive cleaning following an event.
- Fire exits cannot be covered under any circumstances. All groups and individuals using the facilities must abide by the Utah State Fire Code and Utah State Laws. There shall be no open flames of any kind. The Town reserves the right at all times to control facilities and to enforce all applicable laws, rules, and regulations.
- Sidewalks, entrances, stairways and halls shall not be obstructed. The Town reserves the right to approve all physical arrangements in the meeting rooms for safety.
- Use of the building facilities for purely commercial purposes may be denied unless the public welfare is significantly served by such use, because of, or directly attributed to the educational, service, or cultural value of the event. Additional charges are assessed for exhibitors/vendors at any event.
- All advertising, marketing programs, or other promotional efforts for events in the building facilities must be approved by the Town Manager

#### **Town Building Rentals**

##### ***Town Affiliated Groups***

- The Town affiliated groups sponsoring a conference held in the building facilities will be subject to a charge of the direct, event-related expenses. An event will be considered Town affiliated if the sponsoring department or organization is actively involved in the planning and on-site coordination of the event or if the sponsoring department or organization has given financial support to the event. The facilities are available for use by Town affiliated groups for educational related purposes which are related to the area sponsoring the event.
- Notice of cancellations by a Town affiliated group must be given to the Town GSR no less than five business days prior to an event or the applicable rental fee for the scheduled space(s) will apply.
- Those Town affiliated groups charging a registration or admission fee or otherwise receiving revenue as a result of a conference or event will be charged an administrative fee by the Town. The fees are identified in the Consolidated Fee Schedule.

### ***Building Rental Fees for Non-Town Affiliated Groups***

- Pursuant to Town's policy, groups not affiliated with the Town shall be assessed a fee for use of the building facilities. Fees are for facility rental and direct costs (cleaning.)
- There will be a key / cleaning deposit in the amount of \$250.00, which may be refundable if the key is returned and the building facilities are in the same condition as to prior to the event.
- Meetings and conferences of national and regional academic and professional organizations or political, civic and service organizations will negotiate final arrangements for events with the Town GSR. Such arrangements will include discussion with the user of projected expenses incident to use of the facilities and services, execution of a conference agreement.
- To simplify charges made to groups not affiliated with Brian Head Town and to implement the policy of the Town that a fair rate be assessed for use of state buildings, a flat rental charge per space will be assessed. In the event of multi-day or multi-room events, groups may enter into a contractual agreement with the Town of Brian Head for negotiated rates based on the number of participants anticipated, the room requested, the number of days, and the involvement of Town staff.

Please contact the Town Guest Service Representative for scheduling and facilities information.  
(435) 677-2029 [nbyl@bhtown.utah.gov](mailto:nbyl@bhtown.utah.gov) or [markieadamson@bhtown.utah.gov](mailto:markieadamson@bhtown.utah.gov)