



## BRIAN HEAD TOWN PAVILION RESERVATION POLICY

### Policies and Procedures

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#### SCHEDULING POLICIES AND PROCEDURES

The Brian Head Town Pavilion 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 the public, 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 Receptionist coordinates the scheduling of the Town Pavilion. When determining your needs for a successful event (reunion, birthdays, etc.), consider the event's general requirements, playground equipment, tables, etc.

#### THE TOWN PAVILION

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 the Town Pavilion 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 events in the Pavilion. The form identifies the date and time of use and/or other arrangements. All reservations are considered tentative until the form is processed by the Town Receptionist.

#### *Stipulations for Use of Facilities*

- Organizations using the Town Pavilion 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 to the Town Pavilion and the sponsoring party 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.
- All groups and individuals using the Town Pavilion 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 and entrances shall not be obstructed. The Town reserves the right to approve all physical arrangements in the Pavilion for safety.

- Use of the Town Pavilion 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 Town Pavilion must be approved by the Town Manager.
- The reservation does not act as a review or sanction of any proposed activities. All activities conducted in the park must comply with all current federal, state and local laws and ordinances.
- Alcoholic beverages are not permitted in the Town Pavilion or on any Town owned property and/or facility.
- The park is for use by the general public and therefore no reservations may be made for the use of the park.
- Vehicles are to remain in the parking lot and on the streets. NO vehicles are to be driven or parked on the actual Town Pavilion or park grounds.

## **TOWN PAVILION FEES**

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

- The Town affiliated groups sponsoring an event held at the Town Pavilion 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 Town Pavilion is 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 Receptionist 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 town's consolidated fee schedule.

### ***Town Pavilion 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 Town Pavilion. Fees are for facility rental and direct costs (cleaning.)
- There will be a cleaning deposit which may be refundable if the Town Pavilion is in the same condition as to prior to the event.
- 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 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 the number of days, and the involvement of Town staff.

Please contact the Town Receptionist for scheduling and facilities information. (435) 677-2029  
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