

RESOLUTION NO. 24-0206-BLDG & PARKS

**A RESOLUTION OF THE COUNCIL OF UINTAH CITY
REPEALING AND REPLACING RESOLUTION NO. 22-1004-BLD&PARKS;
ADOPTING; AMENDING THE RULES
AND REGULATIONS AND SETTING FEES FOR THE USE OF VARIOUS CITY
FACILITIES**

BE IT HEREBY RESOLVED, by the City Council of Uintah City, State of Utah, as follows:

WHEREAS, the City of Uintah provides certain municipal services to a wide variety of entities requesting and/or requiring those services, and

WHEREAS, the provision of those services generally provides benefit to all people and entities residing in or conducting business in the City of Uintah, and

WHEREAS, on occasion, the benefits resulting from the provision of some municipal services are enjoyed by individuals rather than the general population of the City, and

WHEREAS, the City has determined that certain fees should be set for various City facilities, and

WHEREAS, the City reserves the right to waive certain fees to accommodate services that benefit the health and welfare of our citizens; and

WHEREAS, the City has reviewed the rules and regulations for the various facilities and has found that such rules and regulations for the use of City facilities need to be updated; and

WHEREAS, the City desires to make City facilities available to accommodate political uses by registered political parties (Utah State Code, Annotated 20A-8-404).

NOW THEREFORE, be it hereby resolved by the Uintah City as follows:

SECTION 1: The fees and conditions for use of City facilities are hereby set as follows:

APPLICATIONS:

- Applications are required for use or rental of all City facilities.

- Any organization or individual requesting use of City facilities must submit a completed application to the City in advance of the initial date of use.
- Applications will be available on the website.
- The Facility is NOT considered reserved until the application forms are properly and completely filled out; the fee is paid; and the forms are on file.

FEES:

- Applicants must pay in full all fees in advance of the initial facility use date.
- Failure to pay such fees will result in nullification of the reservation.
- Partial payments will not be accepted.
- The City will charge a fee for any check(s) returned by a bank for insufficient funds.
- **The required \$200 cleaning/damage deposit, along with the fees for the rentals, must be submitted at the time of reservation. City residents who have a utility account will not be charged the cleaning/damage deposit. However, the City reserves the right to add this fee to the resident's utility bill if facilities have not been cleaned or have been damaged.**

CANCELLATION OF RESERVATION(S):

- The City has the sole right to cancel or defer any reservations(s) for any facility that is needed by the City.
- If a user leaves the facility in an unsatisfactory condition, or there is damage during the period of time in which the applicant used a facility, or for other worthy cause, the City may impose additional costs.
- If a user's application has been cancelled by the City for cause, the applicant shall be ineligible to reserve a City facility for a period of one year.
- If a reservation is cancelled, the applicant shall be eligible for a refund, up to the portion of the fee remaining after all of the City's costs have been recovered.
- Refunds are issued subject to a \$10 handling fee. **Allow two weeks for processing deposit refund.**

CANCELLATION BY USER:

- A reservation may be cancelled and rebooked, or a refund requested as follows:
 - If the event is cancelled with no rebooking, within 3 days of the reserved time, 75 % is refunded.
 - If the event is cancelled and rebooked within 3 days, there is no penalty.

WAIVER OF FEES:

- Individuals within the City that allow the City to use their water shares to water the park will be allowed one (1) free park reservation each calendar year.

- The Uintah City Mayor or the Councilmember assigned to administer the Uintah City Government Buildings reserves the right to waive fees for any rental that benefits the health and welfare of our Uintah City citizens.

Building, Park, or Property	Cleaning/ Damage Deposit	Resident	Non-Resident	Schedule 1
Scout House Building (Rental includes table and chairs)	\$200	\$60	\$100	\$20
Rental of Uintah City Park and Bowery	\$200	\$50	\$70	\$20
U-Day Booths	N/A	\$40	\$55	\$30

- The maximum Cleaning/Damage Deposit on rental shall be two hundred dollars (\$200.00).

CATEGORIES

Individuals or organizations placing applications for use of a City facility shall be classified as one of the four listed groups for the purpose of charges for the facility:

- **Category one**
 - Organized non-profit groups, under adult supervision or organized non-profit groups whose major objective is serving the citizens of Uintah City.

Examples: Scouts, Little League, DUP, Canal Companies, CTC, registered political parties, etc.

SECTION 3: BE IT FURTHER RESOLVED, by Uintah City Council that the following rules and regulations shall apply to all persons and organization using any City facility.

PURPOSE:

The purpose of this policy is to establish the rules and guidelines for the permitted use of City facilities.

POLICY:

- The City of Uintah will consider all qualified users without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.
- Uintah City reserves the right to rearrange or cancel use of any City facility to meet the needs of the City.
- Applications for the use of City facilities are accepted on a first come, first serve basis.
- **Uintah City reserves the right to refuse rental to any person or entity for any reason with or without cause.**
- Proof of residency and organizational status may be required. Proof of residency will be verified by the applicant's address. Questions on addresses to determine proof of residency will be verified using Weber County property identification records.
- **When you rent the building, you are responsible for the building. Plan for proper attendance and supervision. Do not leave the building open or unattended if you leave.**

REQUIRED CONDUCT

Persons using the building shall conduct themselves in a lawful and socially acceptable manner in accordance with the following regulations:

- No foul or abusive language shall be used at any time;
- Shoes and shirts shall be required;
- No smoking, drugs or alcohol shall be permitted;
- No youth parties are permitted without appropriate adult supervision;
- No inappropriate or unlawful conduct is permitted.

USE REGULATIONS

- No open flames, lighted candles, portable electric heaters, or other fire hazards are permitted.
- Pictures, blinds, light fixtures, and other City property that is attached to the walls shall not be removed to install other decorations.
- Exits and traffic areas are to remain free of tables, chairs, boxes, and other items at all times.
- No nails, tacks or other items may be used in the woodwork or walls, and no items may be strung or attached to the walls.
- Children attending the activities shall be supervised by one or more responsible adult(s).
- The person and/or organization reserving the facility are responsible for the conduct of the participants and guests.
- Pets or animals are not allowed in the building, other than service animals.
- No gambling is permitted.

- Red based punch, grape juice or other liquids which could seriously stain carpets are not allowed.
- No activities which endanger the public health and safety are permitted.
- Any equipment or decorations brought into the building must have approval of the Uintah City Mayor or the Councilmember assigned to administer the Uintah City Government Buildings. Any scratches to the paint bringing equipment in and out will come out of the deposit. Approved equipment or decorations brought into the building will be used in such a manner as to not damage the building in any way.
- Rental of the building shall include the right to use tables and chairs provided by the City.
- No sound system, television, video/cassette recorder, or other equipment is available from the City.
- The person reserving the building must be at least 18 years of age and shall be responsible for the facility during the time used. Any cost for repair of damage or replacement of furnishings shall be paid by the person reserving the building.
- The building may be used between the hours of 8:00 a.m. to 10:00 p.m.
- Rulings of Uintah City as to the occupancy and other safety factors shall be observed at all times.

CLEANING

To help keep rental fees low, those renting the center are responsible for cleaning it after use.

If not thoroughly cleaned, then all or a portion of the cleaning/damage deposit will be retained to pay for the cleaning.

Those renting the facility are required to bring their own cleaning supplies, rags, towel, and other appropriate items. A mop bucket and mop, broom, vacuum, trash bins, and trash liners will be provided.

The following instructions apply to ALL persons or organizations that use the building.

- Meetings and activities shall end on time with sufficient time scheduled for cleanup.
- At the conclusion of the event, furniture and equipment must be returned to their original positions.
- The City reserves the right to charge users for the cost to repair damage to the facility, furniture, or equipment, or for any special cleaning of the facility beyond normal maintenance requirements.
- The cleaning staff will carefully inspect the premises after each use before securing the building.
- If, in the opinion of the cleaning staff, the building has not been thoroughly cleaned, or if there has been damage to the building or its contents, or any items are missing from the building, he/she will report it to the City Recorder.

- It shall be the responsibility of the individual or group using the facility to clean up, including the parking lot, by removing all foreign matter, garbage, and debris and depositing it in the appropriate receptacles.
- It shall be the responsibility of the individual or group using the building to clean up the area(s) used by them, as follows:
 - Discard all trash.
 - Replace trash liners.
 - Clean all tabletops and counters, refrigerator, stove, and oven.
 - Put away tables and chairs from the area.
 - Wash fingerprints from the windows and doors.
 - Floors must be swept.
 - Floors must be mopped.
 - Wash down counters in the kitchen (if used).
 - Sink scoured and disposal clean.
 - Vacuum the area, including entrance mats.
 - Spot clean the carpet where necessary.
 - Check restroom and parking lot for debris.
 - Turn lights off.
 - When leaving, lower the thermostat for heat, and/or raise the air conditioning thermostat.

CLEANING/DAMAGE DEPOSIT

- Non-residents will be required to pay a deposit to the City which is refundable if the room or rooms are left in a clean and orderly condition and no damage has been done to any City property. Residents will be subject to a cleaning fee if the room or rooms have any damage or are left in an unordered manner. See the cleanup for required cleaning items.

After the rental has been checked to determine if the room or rooms are left in a clean and orderly condition and no damage has been done to any City property, the following will happen with the deposit.

- If a check was used for the deposit it will be shredded.
 - If a credit card was used it will be processed and refunded, however the fee that is initially charged will not be refunded.
 - If cash is paid, a check will be issued.
- **Allow two weeks for processing deposit refund.**

DAMAGES:

- The City reserves the right to charge users for the cost to repair damage to the facility, furniture, or equipment, or for any special cleaning of the facility beyond normal maintenance requirements.
- If damage or mistreatment is noted, the City shall deduct from the deposit the amount necessary to remedy the damage or to clean the building.
- If the deposit is insufficient to cover the costs of the damage, a charge will be assessed to the individual or group.

- Penalty for damages to any City facility will be assessed at twice the cost of repairs. Costs will be determined by City staff.
- The Uintah City Mayor or the Councilmember assigned to administer the Uintah City Government Buildings will conduct an investigation with the cleaning staff and if, in their opinion, it is so warranted, the Uintah City Mayor or the Councilmember assigned to administer the Uintah City Government Buildings will contact the organization or person, during whose use the damage occurred, to be billed the necessary cost of cleaning or repairing the building or replacing the missing items.
- The person(s) who makes the application for use of any City facility on behalf of an organization may be held liable as principal in place of the organization.

PUBLICATIONS AND POSTERS:

The City has made provisions in the new City Hall to display information in public areas, which shall be governed by the following guidelines:

- Advertising by commercial, for-profit groups or organizations shall not be permitted.
- Posters informing the public of upcoming events, performances, or activities are authorized only for events supported or sponsored, in part or in whole, by the City or by one of its non-profit organizations.
- Posters and other informative booklets and brochures may be displayed at the City Hall with the approval of the City Recorder.
- City employees are authorized to remove any literature or posters that have become outdated, due to space limitations or when required to avoid visual clutter in public areas of the new City Hall. Such removal is at the sole discretion of the City Recorder without notice to the organization that has placed the materials in the new City Hall.

RESTRICTIONS:

Applicant(s) and their guests are required to adhere to the following restrictions:

- Alcoholic beverages of any kind are not allowed.
- Gambling is prohibited on or about any City property.
- Smoking is prohibited within all City facilities, any areas of public assembly, and within fifty feet of park areas.
- No illegal drugs or possession of illegal drugs will be permitted at any time.
- Youth meetings must be supervised at all times by a responsible adult.
- No foul or abusive language shall be used at any time.
- Pictures, plaques, flags, blinds, light fixtures, furniture, etc. are not to be removed or rearranged.
- Pets or animals are not allowed in the City facilities except for Service dogs.
- No groups larger than the maximum occupancy per Fire Code will be permitted in any room.

- Violations of any restrictions may result in cancellation of future reserved dates and suspension of any use of a City facility for up to one (1) year.
- All events scheduled within any City facility must end at 10:00 pm, unless written approval has been received from the Mayor. No open fires are allowed within city parks.
- No golfing is allowed in City parks.
- Motorized vehicles of any kind, except those authorized by the City, are not allowed in City parks.
- Bicycling is not allowed in City parks.
- Skateboarding is not allowed in City parks.
- Rollerblading is not allowed in City parks.
- Violations of any restrictions may result in cancellation of future reserved dates and suspension of any use of a City park for up to one (1) year.

ITEMS LEFT BEHIND:

The City is not responsible for items left behind after any activities permitted and may dispose of any items left behind in any manner deemed appropriate by the City.

FAILURE TO COMPLY WITH RULES AND REGULATIONS:

All groups or individuals who use a City owned facility are responsible for familiarizing themselves with these rules and regulations. Failure to comply with these rules and regulations or to cooperate with the manager, City employees responsible for the facilities, or cleaning staff will result in forfeiture of cancellation of future reserved dates and suspension of any use of a City facility for up to one (1) year.


APPEAL PROCESS

If there is a question as to approval or denial of a user group, the request may be submitted to the appeal authority.

Section 4: This resolution shall take effect immediately after its passage and any posting which is required by law.

PASSED AND ADOPTED by the City Council of Uintah this 6th day of February 2024.

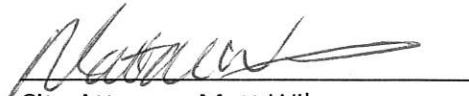
MAYOR:


Gordon Cutler

ATTEST:

Approved as to form and for
Compliance with state law:


City Recorder Michelle Mortensen


City Attorney Matt Wilson

CITY COUNCIL VOTE AS RECORDED:

	Aye	Nay
Mayor Cutler:	<u>✓</u>	___
Council Member Combe:	<u>✓</u>	___
Council Member Bell:	<u>✓</u>	___
Council Member Guillier:	<u>✓</u>	___
Council Member Roberts:	<u>✓</u>	___