

**CENTERVILLE CITY
COMMUNITY CENTER AND CITY HALL
USE POLICY**

I. POLICY

The Community Center and City Hall building was conceived to be a structure to house the administrative offices of the City and to provide facilities that could be used to accommodate various types of groups and meetings within the community.

Centerville City supports the general policy of making the Community Center and City Hall facilities available to the public for certain types of activities such as: meetings, social gatherings, art displays, club meetings, etc. The facility will not be rented for wedding receptions or other events having similar impact.

Any such use of the facilities must be in accordance with the requirements set forth herein and shall be subject to availability and at the discretion of the governing body. For the purposes of this policy, the governing body shall be defined as follows: The governing body shall be a council composed of six members, one of whom shall be the mayor and the remaining five shall be council members. UCA 10-3-105. Requested use must be in keeping with city concerns and may not conflict with any official City or governmental business. The City shall not discriminate in the use of its facilities on the basis of race, creed, color, national origin, sex or disability.

II. BUILDING AREAS AVAILABLE FOR USE

The following areas of the Community Center and City Hall building may be available for use if approved in advance by the City Accountant or designee:

A. Second Floor

1. The City Council Chambers
2. Lobby
3. Kitchen

B. First Floor

1. Multipurpose room

III. CLASSIFICATION OF ACTIVITY TYPES

- A. Centerville City Government: Elected and appointed officials and employee meetings, official committees, boards and groups or City sponsored activities.
- B. Other Governmental Agencies: Cities, counties, the State of Utah, regional governments, school districts and other similar organizations.

- C. Non-Government Entities: Centerville Non-profit organizations, family and neighborhood gatherings, churches, clubs, community organizations and other similar organizations.

IV. RESERVATION PROCEDURES

A. Application

Any individual or group wishing to reserve an available area of the Community Center and City Hall building shall contact the Business Office during regular business hours in advance of the proposed reservation date and complete a reservation application form (see attached copy). The following information shall be provided.

1. Name, address and phone number of individual or group making reservation.
2. Group represented.
3. Area to be reserved.
4. Date or dates reservation is desired.
5. Total hours to be reserved, including time to begin setting up, time activity is scheduled to begin, time activity is scheduled to end and time for completed cleanup. Hours must run consecutively.
6. Purpose of meeting or activity.
7. Number of people expected to attend the activity.
8. Refreshments to be served.

Payment of rental and security deposit fees are to be made at time of reservation.

B. Use Eligibility

Only Centerville residents are allowed to rent the building and must be in attendance the entire time of the activity.

Reservations for on-going meetings on a weekly or monthly basis will not be allowed unless approval is received from the governing body.

C. Confirmation of Availability

If the building is available on the date and times requested and the City determines that the proposed use

is proper, the Business Office will notify the applicant of availability and proceed with the appropriate arrangements.

D. Building Use Application and Payment of Fees and Deposit

Upon being notified that the facility is available, the applicant may fill out the Building Use Application and make payment of all fees and deposits to the City Business Office. The Business office will then schedule the activity.

E. Deposit of Revenue

All rental fees and deposits generated from the use of the Community Center and City Hall building shall be promptly deposited and placed in the appropriate revenue account in accordance with City rules and requirements.

F. Security Deposit

The use of any building areas within the Community Center and City Hall building will require a security deposit which is refundable (except for \$50 for deep cleaning of the building for large events involving food) 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 remaining deposit and, if insufficient, a charge will be assessed the individual and/or group. All deposits and refunds shall be coordinated through the City Business office. At the time the deposit is made, the City Accountant will keep a copy of the receipt as record for any refunds due. Please allow 30 days for the remaining deposit to be returned after the event has taken place.

G. Refunds for Cancellation

A full refund of the fee and security deposit will be made if the reservation is canceled six (6) 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 six (6) weeks prior to the event.

H. Dispute Resolution

The Mayor or the Mayor's designee will make a determination of allowable use, classification of activity types, or resolve questions regarding fees and deposits as requested by either the City Accountant or designee or the applicant. If the applicant disagrees

with the decision rendered, the applicant may appeal the decision to the governing body of the city.

V. USE REGULATIONS

A. Conduct while in building

1. Any individual or group using the Community Center and City Hall building shall always conduct themselves according to acceptable social standards.
2. No foul or abusive language shall be used at any time.
3. No one will be permitted to enter the building bare footed at any time.
4. No smoking, drugs, or drinking of alcoholic beverages or possession of the same will be permitted at any time.
5. Areas not specifically reserved shall be off limits to the group or any of its individuals.
6. No youth parties will be allowed.
7. Open flames, lighted candles, glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, and other similar materials ARE NOT allowed in the building.
8. Tables and chairs are provided in the building. 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.
9. Hallways, stairways, exits and other traffic areas are to remain free of tables, chairs, boxes and other items at all times.
10. No nails or tacks or tape may be used.
11. Pictures, plaques, flags, blinds, light fixtures, furniture, etc. are not to be removed or rearranged.
12. Participants and guests are to remain in the area of the building that has been reserved for the meeting or activity. Playing in halls, restrooms, or elevators 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 party reserving the facility is responsible for the conduct of participants and guests.

13. Meetings and activities shall end on time. Sufficient time shall be scheduled for cleanup within the scheduled room at the conclusion of the activity.
14. Lights should be turned off in the scheduled rooms at the conclusion of the activity.
15. Pets or animals are not allowed in the buildings except for service dogs.
16. Portable electric heaters are not allowed in the Council room. Only one electrical appliance or lighting fixture is to be used on each outlet. (20 AMP BREAKERS)
17. Special lighting, sound, and other non-standard equipment will not be allowed in the building unless approved in advance by the City Accountant or designee. The chairs around the City Council dais are **NOT** to be moved.
18. No items may be strung or attached to the walls, ceilings or beams of the building.
19. No fees or tickets are to be sold in the building.
20. Gambling in any form is prohibited.
21. Any other rules or regulations pertinent to the effective and efficient operation and preservation of the building will be established by the governing body. The policy will be enforced by the Mayor or the Mayor's designee. In the event of an emergency policy decision, that decision is to be made by the building supervisor with the approval of the Mayor or in the case of the Mayor's absence, the Mayor Pro Tempore. If the building supervisor is unable to contact either the Mayor or the Mayor's designee, the building supervisor will make the emergency decision which he or she deem to be in the best interest of the City, and then promptly thereafter give written notice of the decision to the Mayor with reasons for that decision.

B. Breakage or damages to facilities

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

C. Preparing facilities for use

1. The City Business office or designee shall see that the reserved area is available for the applicant's use. However, the individual or group using the facilities can make arrangements to organize the area they will be using with the City Accountant's office or designee.

2. Set-up Time

Set-up time for large events or special demonstrations must be cleared at the time of scheduling. Normally, set-up will not be allowed earlier than four (4) hours prior to the time of the event. Please check with the City Accountant or designee for any special arrangements. On Monday or Friday, set up can be no sooner than 3:00 p.m., with the event beginning no sooner than 5:00 p.m.

D. Cleaning Responsibility

1. 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 receptacles (dumpsters in the parking lot).
2. If the kitchen area is used, all cabinet tops, sinks, and floors must be cleaned to the satisfaction of the building supervisor.
3. The City Hall custodian or City employee in charge of building rental will verify cleaning has been adequately performed. To maintain longevity of the building, a minimum deep cleaning charge of \$50.00 will be deducted from the security deposit after major functions.

E. Serving Refreshments

1. Light refreshments and light catered lunches are allowed. Red and orange based punch, grape juice, or other strong colored liquids, sauces, toppings, or foods which would seriously stain carpets are not allowed (i.e., strawberry, raspberry, blueberry). Catered dinners and banquets are not permitted.
2. Chairs and/or tables need to be set up and taken down by the applicant making the reservations. When food is served, it will be the responsibility

of those renting the building to clean up. Vacuums, mops and brooms will be provided.

F. Community Center and City Hall Building Hours

1. The Community Center and City Hall building will generally be available for public use during the following times:

City Council Chambers***

Monday	8:00 a.m.** - 11:00 p.m.	Open Reservation
Tuesday		CLOSED
Wednesday	8:00 a.m. - 4:00 p.m.	Open Reservation
Thursday		CLOSED
Friday	8:00 a.m.** - 11:00 p.m.	Open Reservation
Saturday	8:00 a.m. - 11:00 p.m.	Open Reservation
Sunday		CLOSED
Official City holidays		CLOSED

Holiday weekends - Rental conditioned upon availability of building supervisor and payment of \$35.00/hr. charge

Lobby and Kitchen***

Monday	5:00 p.m.** - 11:00 p.m.	Open Reservation
Tuesday		CLOSED
Wednesday		CLOSED
Thursday		CLOSED
Friday	5:00 p.m.** - 11:00 p.m.	Open Reservation
Saturday	8:00 a.m. - 11:00 p.m.	Open Reservation
Sunday		CLOSED
Official City holidays		CLOSED

Holiday weekends - Rental conditioned upon availability of building supervisor and payment of \$35.00/hr. charge

Multipurpose Room***

Monday	8:00 a.m. - 3:00 p.m.	Open Reservation
Tuesday	8:00 a.m. - 3:00 p.m.	Open Reservation
Wednesday	8:00 a.m. - 11:00 p.m.*	Open Reservation
Thursday	8:00 a.m. - 11:00 p.m.	Open Reservation
Friday	8:00 a.m.* - 11:00 p.m.	Open Reservation
Saturday	8:00 a.m. - 11:00 p.m.	Open Reservation
Sunday		CLOSED
Official City holidays		CLOSED

Holiday weekends - Rental conditioned upon availability of building supervisor and payment of \$35.00/hr. charge

- * Set up for larger events can begin at 5:00 p.m.
- ** Set up for larger events can begin at 3:00 p.m.
- *** City use has first preference

2. Uses by City departments, committees, and boards shall have priority over all other uses. If there is a scheduling conflict, the City group will have priority over another group for that use. Approval for this change is to be given by the Mayor or in the case of his/her absence, by the Mayor=s designee.
3. Large events accommodating more than 25 people cannot reserve the second floor of the building for actual use until after 5:00 p.m. on Monday or Friday unless otherwise approved by the governing body. Set up can begin as early as 3:00 p.m.

G. Access To the Building

The building can only be used while a building supervisor and/or a City employee is present. The building supervisor will unlock the building at the time specified on the reservation form as "Time to Begin Setting Up" and secure it after use.

H. Simultaneous Uses

If more than one group requests to use the Community Center and City Hall building at the same time, they shall indicate to the City Accountant or designee the areas of the building they wish to use and the time they estimate their function will end.

- I. Any other rules or regulations pertinent to the effective and efficient operation and preservation of the building will be established as necessary by the governing body and enforced by the Mayor or the Mayor's designee.
- J. The City=s governing body reserves the right to amend and terminate this Use Policy and related rules at any time when deemed necessary or desirable by the governing body.

SECURITY DEPOSITS

The purpose of a deposit is to assure proper cleanup and care of the building. When the building is dirty or damaged, the City shall retain part or all of the deposit.

1. Use of building for small events not involving food - \$30.00.
2. Use of building for small events involving snacks and beverages - \$50.00, of which \$20 is kept by the City for deep cleaning of the building.
3. Use of building for large events involving food - \$200.00, \$50 of which is kept by City for deep cleaning of building.

4. Deposits are required to be paid when reservation is made. Deposit checks will be cashed.
5. If several reservations are made throughout the year, the deposit can be paid at the time of the first reservation and held for a period of one year.
6. If cleaning costs or repair of damage to the building or its contents exceed the deposit, the party renting the building at the time damage was incurred must pay the total costs of such cleaning or repairs.
7. The deposit may be returned following review within 30 days following the scheduled event.
8. Deposit amounts are set by the City Council and are subject to change without advance notice.

RENTAL FEES

1. Use of Council Chamber room - \$30.00, plus \$15.00 per hour (\$35.00 per hour on holiday weekends—rented only if building supervisor is available).
2. Use of the lobby - \$20.00.
3. Use of kitchen facilities - \$20.00.
3. Use of Multipurpose Room - \$20.00 plus \$15.00 per hour (\$35.00 per hour on holiday weekends—rented only if building supervisor is available).
5. All rental fees are required to be paid before notice of confirmed reservation.
6. Refund of fees will be granted if reservation is canceled six weeks prior to the scheduled event.
7. Fees are set by the City Council and are subject to change without advance notice.
8. No fees shall be charged for Centerville City Government activities and use of the building. The governing body may 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.

Adopted: 6/19/94 by Resolution No. 94-15
Amended: 8/10/94 by Resolution No. 94-21
Amended: 8/18/98 by Resolution No. 98-22
Amended: 5/15/01 by Resolution No. 2001-05
Amended: 3/28/06 by Resolution No. 2006-11
Amended: 7/17/07 by Resolution No. 2007-17

Amended: 7/22/10 -Housekeeping changes due to City Hall remodel
(made by City Recorder)

Amended: 11/30/11 by City Recorder for review and approval by City
Council 12/20/11 or 1/03/12

Amended 2/7/2012 by Resolution No.2012-06

COMMUNITY CENTER AND CITY HALL BUILDING USE RESERVATION APPLICATION FORM

Name: _____
Address: _____
Phone: _____ Today's Date: _____
Reservation Date: _____
Time To Begin Setting Up: _____ Actual Time Bldg. Unlocked _____
Time Activity Scheduled To Begin: _____
Time Activity Scheduled To End: _____ Actual Time: _____
Time To Be Finished With Cleanup: _____ Actual Time: _____
Total Length of Time Reserved: _____ Actual Time: _____
Purpose or Activity: _____

Check Applicable Requirements:

- _____ Council Room
_____ Kitchen
_____ Lobby
_____ Administration Conference Room
_____ Multipurpose Room
_____ Round Tables (8 available for Council room use, each seats 8)
How many needed: _____
Chairs (___ available)
How many needed: _____

Refreshments to be Served:

_____ If not known at this time, please inform office no later than 2 weeks prior to event).

Special Requirements or Comments: _____

Please sign here to show that a copy of the building rules and requirements was received and read, and agreeing that if damage to the building or its contents exceeds the deposit paid you will pay the total cost of such cleaning or repairs, plus attorney fees should that become necessary. Also, I am aware that an additional amount may be deducted from the security deposit if unapproved refreshments are served.

Signature _____

Building Supervisor Signature _____

Office Use Only:

Amount Paid for Reservation: \$ _____
Deposit Paid: \$ _____ Date Paid: _____
Receipt Number: _____
Deposit Paid by: (if different): _____
Person Taking Reservation: _____
Person Authorizing Refund of Deposit: _____
Refund Requested on _____ by _____

Refund to be returned to:
Name: _____
Address: _____
Date Refund Mailed: _____ by _____