

Document # LP-063-002	Title: City Hall Room Rental Policy	Print Date: 9/25/2024
Revision # 1.0	Prepared By: Jackie Nostrom	Date Prepared: 7/10/2024
Effective Date: 9/26/2024	Reviewed By: City Council	Date Reviewed: 9/25/2024

Purpose: The intent of this policy is to outline the procedures and guidelines for reserving the rooms at Herriman City Hall. This policy applies to all individuals, groups, external organizations, employees, and other members of the public looking to make a reservation.

Policy:

1. Available Building Areas: The following areas may be available, if approved in advance.

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|---------------------------------|-------------------|
| a. Community Room A | Max Occupancy 110 |
| b. Community Room A&B | Max Occupancy 240 |
| c. Copper Creek Conference Room | Max Occupancy 14 |
| d. Blackridge Conference Room | Max Occupancy 14 |

Meeting rooms and spaces have maximum occupancy limits based on the type of use and furniture layout. The renter must provide information during the application process to specify the number of people anticipated in the room and how they will be seated in the room. Fire and building codes determine the occupancies.

2. Building Rental Hours: Rentals will generally be available for public use during the following times, excluding Blackout times:
 - a. Monday - Friday 6:00 p.m. – 10:00 p.m.
 - b. Saturday/Sunday 10:00 a.m. – 10:00 p.m.
 - c. Blackout dates:
 - i. Wednesdays
 - ii. Civil Rights Day
 - iii. Presidents' Day
 - iv. Memorial Day
 - v. Juneteenth Holiday Observed
 - vi. Independence Day
 - vii. Pioneer Day
 - viii. Labor Day
 - ix. Veterans Day
 - x. Thanksgiving Holiday (Thursday – Sunday)
 - xi. Christmas Holiday (December 23 – January 1)

3. **Rental Fees:** Rental fees are necessary to cover the cost. Renters will be charged a rental fee according to the Master Fee Schedule, which is subject to change by the Council at any time. All rental fees are required to be paid before the reservation will be confirmed. Reservation is for the specified date and time only. Set-up and clean-up times are included, and must be completed, within the overall reservation time. Use before or after the reserved time will incur an additional charge of \$50 for each 15-minute increment or portion thereof. Such additional charges may be deducted from any available security deposit or shall be paid separately if a security deposit is insufficient.

City employees are eligible to utilize the Community/Conference Room at the resident rate.

4. **Security Deposits:** in addition to the hourly rental fees, any private party will be required to pay a security deposit and key deposit according to the Master Fee Schedule, which is subject to change by the Council at any time. The security deposit is refundable if City inspection verifies that no building or property damage has occurred, that no City property is missing, that there has been no violation of the rental agreement, that the reservation times have been strictly complied with, and that the building and surrounding property was left clean and in an orderly condition. If any damage or mistreatment has occurred, deductions will be made from the security deposit as needed to fully repair the damage or mistreatment and, if sufficient, the balance will be assessed to the renter. Blocking doors open or bypassing locks and security systems will result in the forfeiture of the security deposit and may incur additional liability and damages. All security deposits and refunds will be processed and will return any unused security deposit within three weeks after the renter's event has taken place. Security deposits may be paid by credit card, check or cash.

Key Deposits: in addition to the security deposit, a key deposit will be required to be paid. The key deposit is refundable if the renter has returned the key card by the close of the next business day. All key deposits will be refunded within three weeks after the renter's event has taken place if the key card has been returned in accordance with the rental agreement. Renters must pick up a key card prior to the reservation date.

5. **Cancellation Policy:** a full refund of the rental fee and security deposit except for a \$25 administration fee will be made if the reservation is cancelled at least two weeks prior to the scheduled event. A refund of 50% of the rental fee and 100% of the security deposit and key deposit will be made if the reservation is canceled less than two weeks before the event. The City shall not be liable for damages to any individual(s) or groups(s) if the premises are not available for use for any reason, including as a result of mis-scheduling, emergency, force majeure, or any other reason, whether or not due to City's own actions or omissions. If the City cancels a renter-scheduled event, the City's liability shall be limited to the obligation to promptly refund any rental fee and security deposit previously paid.

6. Equipment: rental fees include the use of tables, chairs, microphone, A/V system and kitchen. City staff will not be available to assure that the A/V system will be functional during the renter's event. Please plan accordingly and call 801.446.5323 to coordinate training with IT before your scheduled event.
7. Food and Beverages: food and beverages may be served in the Community Room. Food must be catered or pre-prepared. The renter may use the caterer of their choice. The renters are responsible for cleaning any areas used prior to leaving and removing food and foodservice equipment or will be billed for cleaning services. Service of alcoholic beverages, including beer and/or wine, is prohibited.
8. Reservation Permit: Only one reservation per day will be available. Anyone wishing to rent the Community/Conference Room shall submit a completed reservation permit form to Customer Service in advance of the proposed reservation. Staff will have at least 5 business days to determine if the building is available on the date and time requested and whether the proposed use otherwise is permissible. Thereafter, staff will notify the applicant whether or not the proposed rental has been approved and will inform the applicant of any additional information or fees required by the City. Upon being notified that the rental reservation has been approved, the applicant shall immediately remit the entire rental fee, security deposit, and key deposit to the City. No reservation is confirmed until all fees and deposits are paid in full.
9. Permitted Uses: the City reserves the right to reasonably restrict the use of the Community/Conference Room to prohibit anything that does not promote the health, safety, prosperity, security, and general welfare of the City or its citizens. The Community/Conference Room may not be used to conduct meetings or events that are intended for commercial purposes to generate revenue or any type of compensation for the renter or any third party. Individuals or groups using the Community/Conference Room shall comply with the following use regulations:
 - a. Participants and guests shall comply with all applicable laws.
 - b. No foul or abusive language shall be used.
 - c. Shoes and shirts must be worn at all times
 - d. No gambling, smoking, illegal drugs, or alcohol.
 - e. Open flames, sparklers, lighted candles, glitter, rice, confetti, graphite, paints, grass, helium balloons and other similar materials are prohibited in the Community/conference Room.
 - f. City tables, chairs and other equipment are not to be taken from City Hall for any reason.
 - g. Hallways and exits, and other traffic areas are to remain free of tables, chairs, boxes and other items, at all times.
 - h. Nothing may be hung, attached or suspended from the walls or ceiling. No nails, tacks, tape or similar items may be used on the walls or ceiling.
 - i. Pictures, plaques, flags, podiums, furniture, etc. are not to be removed unless preapproved.

- j. Children must be supervised at all times by a responsible adult. The applicant is responsible for the conduct of all participants and guests.
 - k. Except for certified service animals, pets or animals are not allowed.
 - l. The City is neither responsible nor liable for the theft, loss or damage to personal property during the rental.
10. Cleaning Community/conference Room: the Reservation Permit constitutes the applicant's agreement that it was clean, in good working order, and in satisfactory condition at the commencement of the reservation. The City does not provide janitorial services or cleanup for purposes of the rental. The applicant is responsible for thoroughly cleaning the Community/conference Room and kitchen by removing all foreign matter, garbage and debris and depositing it in the appropriate outside receptacles. No food, oil, or grease is allowed to be deposited in the kitchen sink. City staff will determine whether the cleaning has been properly performed.
11. Liability, Loss, and Damage: the renter will assume liability for the use of the Community/conference Room and take necessary action to hold the City harmless for acts conducted by the renter or their attendees. Groups of 50 or more may be required to provide a certificate of insurance to indemnify the City against claim. Any damage to the Community/conference Room or City Hall shall constitute grounds to immediately terminate current and future use of the facility for that individual or group. The applicant shall be personally liable for any damage or loss to the Community/conference Room, City Hall, or grants beyond normal wear and tear, and immediately shall report such damage to the City.

References:

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		
XXXXX	Record	
Other Forms/Records		
XXXXX	Record	
XXXXX	Record	
XXXXX	Record	