



## **HIGHLAND CITY FACILITY RENTAL POLICY**

### **POLICY**

Highland City (“City”) supports making the Community Center and City Hall Council Chambers (“Buildings”) available to the public for certain types of meetings as set forth below.

All applications for the use of the Buildings shall be approved or denied by the Building Supervisor, who shall be a person so designated by the City Administrator. The administration of this Rental Policy shall be vested in the Building Supervisor.

The requested use of the Buildings must be for a lawful and non-commercial purpose, except performances and recitals as determined by the Building Supervisor, and Priority One and Two uses. Any permissible use must be in compliance with this Policy, the Utah State Open and Public Meeting Act, and may not conflict with any official City or governmental business.

The City shall not discriminate in the use of the Buildings on the basis of any protected class under state or federal law.

The rental of the Buildings does not constitute an endorsement from Highland City.

### **USE PRIORITY**

1. Classification of Use Types
  - a. Priority One: Highland City government and events.
  - b. Priority Two: Highland City Arts Council (HCAC)
    - i. HCAC is a Standing Committee of Highland City as well as a nonprofit, 501(c)3 corporation which is subject to the same regulatory procedures and laws as a municipal corporation.
  - c. Priority Three: All other non-commercial groups or individuals.
2. Use Priority Policy

Priority One meetings shall have priority over all other uses. Any other reservation will be cancelled or rescheduled to accommodate a Priority One meeting.

In the event of a conflict, the Building Supervisor shall contact the group or individual whose meeting conflicts with the Priority One meeting as soon as possible and attempt to reschedule the conflicting event.

Except under extenuating circumstances, Priority One and Two groups will submit their reservations at least three (3) months in advance. HCAC will only use the facility when necessary for official HCAC events or classes.

## **RESERVATION PROCEDURES**

### **1. Application**

Any authorized group wishing to reserve an available area of the Building shall contact the Building Supervisor in advance of the proposed reservation date and complete a reservation application form.

### **2. Confirmation**

If the Building is available on the date and times requested and the Building Supervisor determines that the proposed use is compliant with the Rental Policy, the Building Supervisor shall notify the applicant that the meeting has been scheduled and make all the appropriate arrangements.

### **3. Payment of Fees and Deposits**

A Security Deposit and any applicable fees are required within five (5) business days following approval. If not received, the approval is withdrawn and the reserving party loses their confirmed reservation.

- a. Security Deposit: The use of the Building will require a security deposit in an amount stated in the Highland City Fee Schedule. The Deposit may be secured as outlined below.

- i. Credit Card on File

A valid credit card may be kept on file in lieu of providing a security deposit. Any credit card information kept on file shall be taken through the City's approved reservation software. Highland City does not store credit card information but utilizes a secure third-party site.

- ii. Deposits paid via cash or check

After an inspection if there is no damage or added cleaning costs as a result of the rental, the deposit amount is refunded. Deposit check refunds shall be mailed within 14 days of the Building Supervisor's approval of the post-event condition of the property.

If damage or mistreatment of the premises have occurred, charges will be made to the credit card on file or deductions will be made from the deposit to reimburse the City for cleaning costs and/or building repairs. If insufficient, a charge will be assessed to the individual and/or group. It is advised that the renting party inspect the reserved room and areas to be used and document any preexisting damage and make note and/or take pictures prior to set-up and use.

b. Inspection: An inspection may be in person by the building supervisor or other designated Highland City employee, OR an inspection may be completed by the individual(s) who rented the facility through before and after pictures submitted electronically. If a picture inspection appears to show damage to the facility, a physical inspection will take place by a Highland City employee.

#### 4. Refunds for Cancellation

A refund of one hundred percent (100%) will be made if the reservation is cancelled more than eight (8) business days prior to the event. No refund will be given if cancelled seven (7) business days or less prior to the scheduled event.

### **USE REGULATION**

#### 1. Conduct While in the Building

- a. Individuals or groups using the Building shall always conduct themselves in a lawful and orderly manner. Nothing in this Rental Policy shall be interpreted by the City to restrict otherwise lawful expressive conduct.
- b. No use of tobacco, vaping, possession of or use of illegal drugs, or drinking of alcoholic beverages will be permitted at any time.
- c. Open flames, lighted candles, glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, feathers and other similar materials ARE NOT allowed in the Building.
- d. 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.
- e. Hallways, exits, restrooms and other traffic areas are to remain free of tables, chairs, boxes, and other items at all times.
- f. No nails, tape, or tacks may be used on the walls. No item may be strung or attached to the walls. Painter's tape may be used for hanging light objects, such as paper decorations, upon the approval of the Building Supervisor.
- g. Participants and guests are to remain in the appropriate area(s) of the Building. Playing in halls or restrooms is prohibited. Children attending meetings 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 the participants and guests.
- h. Meetings shall end on time. Sufficient time shall be scheduled for cleanup within the scheduled room at the conclusion of the activity.
- i. Lights should be turned off in the Building at the conclusion of the meeting.

- j. Pets or animals are not allowed in the Building except for service animals as defined in the American with Disabilities Act.
- k. Portable electrical appliances, i.e. small ovens, hot plates or space heaters will not be allowed. Special lighting, sound and other non-standard equipment will be allowed with the approval of the Building Supervisor. Computers and projectors are allowed.
- l. Gambling in any form is prohibited.
- m. Use of the Community Center piano will be allowed if requested for an additional fee in advance.
- n. Use of the City Hall projector will be allowed if requested for an additional fee in advance. City computers are not available for rental use.
- o. All materials for the meeting must be contained to the meeting space and cannot be placed in hallways, entryways, etc.

## 2. Cleaning Responsibility

- a. It shall be the responsibility of the individual or group using the Building to clean up the area used.
- b. The Building Supervisor will verify cleaning has been adequately performed.
- c. If cleaning has not been adequately performed, or if any damage has occurred, the Building Supervisor shall make a written list and take photographs to document the damages in case the security deposit is forfeited, or other damages are sought.
- d. Highland City assumes no responsibility for any belongings left unattended. Patrons are expected to keep all personal belongings in their possession at all times. Personal belongings left unattended for extended periods of time may be subject to removal and/or disposal. Unattended items may be inspected and/or removed to preserve a safe and clean environment. Lost items are defined as property not owned by Highland City, as determined by the Building Supervisor. Lost items shall be held for a maximum of thirty days. After this time the property may be donated, sold, destroyed, or otherwise disposed of.
- e. These standards are applicable to all priority groups.

## 3. Serving Food

- a. The Community Center is equipped with a kitchen strictly for the use of clean up and preparation of events. Refreshments and catered meals are allowed provided the food can be prepared and served lawfully without the use of kitchen facilities. Colored punch, grape juice, or other strong colored liquids, sauces, toppings, or foods which would stain carpets are not allowed (i.e., strawberry, raspberry, blueberry). City Hall is not equipped with a kitchen. No food is allowed in Highland City Council Chambers, unless approved by the Building Supervisor.

- b. Chairs and/or tables need to be set up and taken down by the applicant making the reservations. City staff will not perform any set-up or preparation. When food is served, it will be the responsibility of those renting the Building to provide table coverings.

#### 4. Rules Violation

Reservations may be cancelled on-site due to failure to follow the Rental Policy Rules. The applicant's privilege to make reservations in the future may also be put in jeopardy.

#### 5. Building Hours

##### a. **Community Center**

The Building will generally be available for use during the following times:

|                        |                        |
|------------------------|------------------------|
| Monday - Saturday      | 8:00 a.m. – 10:00 p.m. |
| Sunday                 | CLOSED                 |
| Official City Holidays | CLOSED                 |

##### b. **City Hall**

No activities that would disturb the Library, City Council Room, or City Offices will be allowed. City Hall is only available for use by Priority One, Priority Two, and other governmental agencies, including cities, counties, the State of Utah, regional governments, school districts, and other similar organizations. Political meetings or election education for the residents of Highland City and governmental groups or organizations may not use the Council Chambers if Highland City is acting as a Voting Center at the same time. Organizations or individuals may only rent City Hall once per calendar month. The Building will generally be available for use during the following times:

|                        |                        |
|------------------------|------------------------|
| Monday - Thursday      | 8:00 a.m. – 8:00 p.m.  |
| Friday                 | 10:00 a.m. – 4:00 p.m. |
| Saturday               | 12:00 p.m. – 4:00 p.m. |
| Sunday                 | CLOSED                 |
| Official City Holidays | CLOSED                 |

#### 6. Wireless Internet Use

- a. The wireless network service is provided completely at Highland City's discretion. Guest access to the network may be blocked, suspended, or terminated at any time for any reason.
- b. The wireless network shall not be used for any purpose that is unlawful or otherwise prohibited and guests are fully responsible for their own use.
- c. The wireless network is provided "as is" without warranties of any kind, either expressed or implied.

## 7. Hold Harmless

Those who use the Buildings agree to hold the City harmless from any and all harm, loss, damages or liability, and also agree to indemnify the City for harm incurred by third-parties arising from their use of the building.

## 8. Rental Policy Subject to Change

Rules or regulations will be established as necessary by the governing body. All sections shall be enforced by the Building Supervisor, City Administrator, Mayor, or designee.

The City's governing body reserves the right to amend and terminate the Rental Policy, related rules, fees, and deposits at any time when deemed necessary or desirable by the governing body.