



HIGHLAND CITY BUILDING USE POLICY

POLICY

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

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

Requested use of the Building must be lawful and for a non-commercial purpose. 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 Building on the basis of race, creed, color, national origin, sex, religion or disability.

USE PRIORITY

1. Classification of Use Types

- a. **Priority One:** Highland City Government.
- b. **Priority Two:** Highland Residents for non-commercial purposes.
- c. **Priority Three:** Other governmental agencies, including cities, counties, the State of Utah, regional governments, school districts and other similar organizations. Political meetings (i.e. 'Meet the Candidate Night'), elections education, annual caucus meetings for the individual political parties for the residents of Highland City.
- d. **Priority Four:** 501(c)(3) tax-exempt organizations.
- e. **Priority Five:** Non-Highland Residents for non-commercial purposes.

2. Use Priority Policy

Priority One meetings shall have priority over all other uses. If there is a scheduling conflict, Priority One meetings will have priority. Any other meeting will be cancelled or rescheduled to accommodate the 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 meeting.

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 Use 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

Deposits and 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.

4. Security Deposit

The use of the Building will require a security deposit as stated in the Highland City Fee Schedule. If damage or mistreatments of the premises have occurred, deductions will be made from the remaining 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.

5. Refunds for Cancellation

A refund of one hundred percent (100%) will be made if the reservation is cancelled more than 48 hours prior to the event. No refund will be given if cancelled less than 48 hours prior to the scheduled event.

FEE SCHEDULE

No fee is assessed to the City for its own use of the buildings. The Building Supervisor shall not otherwise waive fees for use of the premises.

1. Rental Fees

- a. Resident rate - \$15 per hour

- b. 501(c)(3) rate - \$5 per hour
 - i. This is the only fee 501(c)(3)'s are subject to
- c. Non-resident rate - \$30 per hour
- d. Food fee - \$50
- e. Piano use fee - \$10 (available at the Community Center)
- f. Audio visual equipment (projector) fee - \$10 (available at City Hall)

2. Deposits

- a. Refundable Deposit - \$150
- b. Deposit checks are held and not cashed unless there is damage or added cleaning costs as a result of the rental. If cleaning costs or repair of damage to the City facilities or its contents exceeds the deposit, the party renting the facility at the time damage was incurred must pay the total costs of such cleaning or repairs.
- c. The deposit, if any remains, shall be shredded (or mailed to the applicant if a self-addressed and stamped envelope was provided) within 14 days of the Building Supervisor's approval of the post-event condition of the property.

USE REGULATION

1. Conduct While in the Building

- a. Any individual or group using the Building shall always conduct themselves in a lawful and orderly manner. Nothing in this Use Policy shall be interpreted by the City to restrict otherwise lawful expressive conduct.
- b. No tobacco, vaping, possession 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.

- 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. 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 Community Center piano will be allowed if requested for an additional fee in advance.
- n. Use of the audio and visual equipment will be allowed if requested for an additional fee in advance.

2. Cleaning Responsibility

- a. It shall be the responsibility of the individual or group using the Building to clean up 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.

3. Serving Food

- a. The Community Center is equipped with a kitchen strictly for the use of clean up and preparation of events. City Hall is not equipped with a kitchen. Refreshments and catered meals are allowed provided the food can be prepared

and served lawfully with out the use of kitchen facilities. Red and orange based punch, grape juice, or other strong colored liquids, sauces, toppings, or foods which would stain carpets are not allowed (i.e., strawberry, raspberry, blueberry).

- b. 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 provide table coverings.

4. 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. The City Council Chambers are only available for use by Priority One and Priority Three groups. The Building will generally be available for use during the following times:

Monday - Thursday	8:00 a.m. – 9:00 p.m.
Friday – Saturday	10:00 a.m. – 6:00 p.m.
Sunday	CLOSED
Official City Holidays	CLOSED

5. 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.

6. Use Policy Subject to Change

Any other rules or regulations pertinent to the effective an efficient operation and preservation of the Building will be established as necessary by the governing body and enforced by the City Administrator, Mayor, or designee.

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