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# RESERVATION FORM SOUTH WEBER CITY CIVIC BUILDING

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NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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**A minimum deposit of \$50, of the required \$200 deposit, along with the fees for the total hours reserved, is required at the time of reservation.**

The \$150 balance will be due when the key is picked up.

Date of Reservation: \_\_\_\_\_

Time: \_\_\_\_\_ To \_\_\_\_\_ (4 hour maximum)

Deposit	\$ _____	(Residents - \$25 for 1 <sup>st</sup> hour & \$10 each additional hour)
Rental	\$ _____	(Non-residents - \$35 for 1 <sup>st</sup> hour & \$10 each additional hour)
Table Cloths	\$ _____	(Plastic lace \$3 each. \$8 if Damaged)
Table Liners	\$ _____	(Green liners \$1 each. \$3 if Damaged)
Total	\$ _____	
Paid	\$ _____	Date: _____
Balance	\$ _____	
Paid	\$ _____	Date: _____

**INCLUDED IN RENTAL:**

- 8 Card Tables
- 50 Chairs
- 2 Rectangle Tables (20" x 48")
- 8 Rounds (48")

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**When you receive the key, you are responsible for the building.** Plan for proper attendance and supervision. **Do not leave the building open or unattended if you leave. Allow one week for processing deposit refund.**

I agree to reserve the Civic Center in accordance with the "Rules and Regulations" of the South Weber City Civic Center. I understand that all or part of my deposit may be forfeited if the premises are not left clean or if damage occurs as a result of my/our use.

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**

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# RULES AND REGULATIONS SOUTH WEBER CITY MUNICIPAL BUILDING

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## 1. POLICY

The South Weber City Civic Center was remodeled as an additional building to conduct City business. The City may also permit the use of the Civic Building for various citizen groups and organizations for non-governmental purposes. The City regulates the use of the Civic Building to ensure it is used for permissible purposes, in a proper manner, and in accordance with local, State and Federal law. Related to the use of the Civic Building, the City shall observe constitutional principals regarding equal protection, free speech, and separation of church and state.

## 2. COMPLIANCE

Use of the Civic Building by private persons and entities shall be in accordance with the requirements set forth herein and shall be subject to availability and at the discretion of the City. Requested uses must be in conformance with City concerns and requirements regarding security, safety, and appropriate use of the Civic Building, and may not conflict with any official City or governmental business.

## 3. SCHEDULING PROCEDURES

(A) Reservation Application Form. Any person or entity desiring to reserve an available area of the Civic Building shall complete a Reservation Application Form available at the front counter of the City Office. Reservations shall be made at least one (1) month in advance of the date of desired use. Payment of all applicable fees and deposits must be made at the time of reservation.

(B) Review of Application. The City shall review the Reservation Application for permissible use and available scheduling. The City shall notify the applicant of its approval or denial for use of the Civic Building within a reasonable time from receipt of the Reservation Application Form at the telephone number or address noted on the Reservation Application Form. Reservations for consecutive use must be approved by the City Administrator.

## 4. DEPOSIT

A security deposit of two hundred dollars (\$200.00) shall be required for use of the Civic Building. The security deposit shall be paid to the City and shall be refundable if the room or rooms are left in a clean and orderly condition and no damage has been done to any City property. If damage or mistreatment is noted, the City shall deduct from the deposit the amount necessary to remedy the damage. **An advance deposit of \$50, of the required \$200 deposit, along with the fees for the total hours reserved, must be submitted at the time of reservation.** The \$150 balance will be due when the key is picked up.

If the deposit is insufficient to cover the costs of the damage, a charge will be assessed to the individual or group.

## 5. FEES

The following fees shall be assessed for the use of the Civic Building:

**1. City Government Related Meeting** No Charge. However, all rules shall be Adhered to; as well as clean-up.

**2. Other Governmental, Nonprofit Organizations, & Residents**  
Multi-Purpose Room \$25 for first hour and \$10 each additional hour (one-hour

minimum and four hour maximum rental) Fee to be paid in full before key will be checked out.

### **3. Private, Commercial Organizations, & Non-Residents**

Multi-Purpose Room \$35 for first hour and \$10 each additional hour (one-hour minimum and four hour maximum) Fee to be paid in full before key will be checked out.

**South Weber City reserves the right to refuse rental to any person or entity for any reason with or without cause.**

## **6. REFUNDS**

The Fee and security deposit may be refunded in full if the reservation is canceled three (3) weeks prior to the scheduled use. A refund of fifty percent (50%) of the fee and one hundred percent (100%) of the security deposit may be made if the reservation is canceled less than three (3) weeks, but more than forty eight (48) hours prior to the scheduled use.

## **7. REQUIRED CONDUCT**

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

- (A) No foul or abusive language shall be used at any time;
- (B) Shoes and shirts shall be required;
- (C) No smoking, drugs or alcohol shall be permitted;
- (D) No youth parties are permitted;
- (E) No inappropriate or unlawful conduct is permitted.

## **8. USE REGULATIONS**

Persons using the Civic Building shall adhere to the following regulations:

- (A) No open flames, lighted candles, portable electric heaters or other fire hazards are permitted, and only one electrical appliance or lighting fixture may be used on each outlet.
- (B) No glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, untreated Christmas trees, or other similar materials are permitted.
- (C) Pictures, blinds, light fixtures and other City property that is attached to the walls shall not be removed to install other decorations.
- (D) Exits and traffic areas are to remain free of tables, chairs, boxes and other items at all times.
- (E) 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 of the Civic Building.
- (F) Children attending the activities shall be supervised by one or more responsible adult(s) at all times.
- (G) The person and/or organization reserving the facility is responsible for the conduct of the participants and guests.
- (H) Pets or animals are not allowed in the Civic Building, other than seeing eye dogs.
- (I) No gambling is permitted.
- (J) Light refreshments, or light dinners are allowed, but red base punch, grape juice or other liquids which could seriously stain carpets are not allowed.
- (K) No activities which endanger the public health and safety are permitted.
- (L) The lace table cloths cannot be used for dinners that have gravy, red sauces, etc. that would stain them.
- (M) Any equipment or decorations brought into the Civic Building must have approval of the City. Any scratches to the paint bringing equipment in and out will come out of the deposit.

Equipment or decorations brought into the Civic Building will be used in such a manner as to not damage the Civic Building in any way.

- (N) Rental of the Civic Building shall include the right to use tables, chairs, and kitchen furnishings provided by the City. No sound system, television, video/cassette recorder, or other equipment are available from the City.
- (O) The person reserving the Civic 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 damages or replacement of furnishings shall be paid by the person reserving the Civic Building.
- (P) The Civic Building may be used between the hours of 8:00 a.m. to 11:30 p.m.
- (Q) Rulings of South Weber City as to the occupancy which is 45 maximum, and other safety factors shall be observed at all times.
- (R) Any other rules or regulations adopted by the City regarding the use of the Civic Center Building.
- (S) Non-compliance with these rules will cause the individual/group to forfeit the privilege to use the Center for one (1) year.

## **9. CLEANUP**

To help keep rental fees low, those renting the center are responsible for cleaning it after use. If not properly cleaned, then a cleaning fee will be charged from the security deposit. The following instructions apply to ALL persons or organizations who use the Civic Building.

- (A) Meetings and activities shall end on time with sufficient time scheduled for cleanup.
- (B) It shall be the responsibility of the individual or group using the Civic Building to cleanup the area(s) used by them, including the parking lot and grounds as follows:
  - (1) Discard all trash in dumpster.
  - (2) Replace trash liners.
  - (3) Clean all table tops and counters, refrigerator, stove and oven.
  - (4) Put away tables and chairs from the area.
  - (5) If using table cloths, they must be wiped off and left to dry.
  - (6) Wash finger prints from the windows and doors.
  - (7) Floors must be swept.
  - (8) Floors must be mopped.
  - (9) Wash down counters in the kitchen (if used).
  - (10) Sink scoured and disposal clean.
  - (11) Vacuum the area, including entrance mats.
  - (12) Spot clean the carpet where necessary.
  - (13) Check restroom and parking lot for debris
  - (14) Turn lights off.
  - (15) When leaving, lower the thermostat for heat, and/or raise the air conditioning thermostat.

## **10. PARKING**

No parking is allowed AT ANY TIME in the Fire Department driveway (See picture attached).



**Red  
Area on  
the  
above  
picture  
is the  
No  
Parking  
Zone for  
the  
Fire  
Depart  
ment.**

**Your cooperation will help us maintain the Civic Building for all to  
enjoy for years to come.**

**Thank You!**