



Delta City
 76 N 200 W
 Delta, UT 84624
 435-864-2759
www.delta.utah.gov

DON'T FORGET TO PICK UP THE KEY:

Office Hours: M-Th 7AM-6PM excluding holidays
 In most cases keys can be picked up 1 business day prior.
 Weekend reservations should pick up Thursday by 6PM
Please return the key immediately after use to the drop box at the City Office.
 There is a minimum \$50 call out fee if you do not pick up the key during business hours.

Facilities Use Application

Contact Information:

Responsible Party/Contact _____
 Organization Name _____
 Event Name _____
 Mailing Address _____
 Phone Number _____
 Email _____

Reservation Information:

Date _____ Start Time _____ End Time _____

Location:

<u>Parks</u>	<u>City Center</u>	<u>Community Center</u>
<input type="checkbox"/> North Pavilion	<input type="checkbox"/> Council Chambers	<input type="checkbox"/> Large Room 1, 2, 3, all
<input type="checkbox"/> North West Pavilion	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Small Room 1, 2, both
<input type="checkbox"/> South Pavilion		<input type="checkbox"/> Kitchen
<input type="checkbox"/> Neighborhood Park		<input type="checkbox"/> Lobby
<input type="checkbox"/> Other:		

Please note:

- Rules and regulations as set for by City Council are applicable. This is a summary, please see Facilities Use Details page and/or Cleaning Check list for more information.
- Deposits, or the portion required to cover costs, will not be returned if any damage is found or facility is not left clean and orderly. Deposits are mailed back and take approximately 2 weeks.
- There is a minimum \$50 call out fee if you do not pick up the key during business hours.
- All tables, chairs etc. should be clean and returned to their proper locations.
- Bounce houses and pools/slides/water features other than those we provide are not allowed.
- Glitter, Rice, Hay/Straw, Confetti, or similar items should not be used in the Community Center.
- The kitchen in the Community Center is for **warming only, cooking is not permitted.**
- Use of the Community Center does not constitute endorsement of the organization by the City and no announcements or advertisements should imply such. The City may not be used as a mailing address or headquarters address for any organization nor will the City staff take phone calls for people attending meetings or functions in the Community Center.
- Reservations are specific to the person or entity that made the application and are not transferable.
- Park Pavilion use will remain free only as long as people clean up after themselves.

I affirm that participation in the activities and services provided by Delta City Corporation are voluntary and acknowledge that there are inherent risks in such participation that cannot be eliminated even when the greatest care is taken. I assume full responsibility for any and all injuries or damages which may occur to me or my dependents as a result of such inherent risks associated with such activities or services provided by employees, sponsors, and volunteers from any liability, loss, cost or expense (including attorney fees, medical and ambulance costs) suffered by my dependents or myself. I give permission to use my (my dependents) photograph(s) to publicize Delta City programs and services

 Signature

 Date

Rental Fee: \$ _____
 Deposit: \$ _____

Deposit Refund:
 Amount \$ _____

Cash Check Credit Card

Date _____

Paid Stamp:

Check # _____

COMMUNITY CENTER FACILITY USE DETAILS

POLICY, CHARGES AND FEES

All charges and fees are set forth by the Delta City Consolidated Fee Schedule. Any other rules or regulations pertinent to the effective and efficient operation and preservation of the Community Center will be established as necessary by the governing body and enforced by the Mayor. The City's governing body reserves the right to amend and terminate the Use Policy and related rules at any time when deemed necessary or desirable by the governing body.

CANCELATIONS, REFUNDS, LOSS OF USE & DEPOSITS

Refunds of Cancellation: A refund of one hundred percent (100%) of the rental fee will be made if the reservation is cancelled more than seven (7) days prior to the event. No refund of rental fee if cancelled less seven (7) days prior to the scheduled event. All refunds shall be coordinated through the Mayor and the City Treasurer.

Dispute Resolution: In the event that a dispute arises regarding an application for use of the Community Center, the Mayor will make a determination as to whether a proposed meeting is legal, lawful, commercial or non-commercial and complies with this Use Policy and resolve questions regarding fees and deposits as required by this Use Policy. If the applicant disagrees with the decision rendered by the Mayor, the applicant may appeal the decision to the City Council.

Breakage or Damage to Facilities: Any damage to Community Center or City Property or any conduct which does not strictly adhere to this Use Policy for the Community Center shall be sufficient reason to refuse the use or to terminate the actual use of the Community Center to that individual or group.

Purpose of Security Deposits: The purpose of a deposit is to assure proper cleanup and care of the Community Center. When the Community Center is left dirty or damaged, the City shall retain part or all of the deposit as necessary to reimburse the City for cleanup and damage repairs.

The applicant's security deposit is in no way a cap to the applicant's responsibility for the cleaning, repair, or remedy necessary to restore the Community Center. The applicant is responsible for all costs incurred by the City for cleaning, repairs, or remedies reasonably incurred to restore the Community Center.

In the event that collection efforts are necessary to enforce this Policy or to collect any part of the terms herein, the applicant and user shall be responsible for all collection costs including but not limited to attorney fees and costs.

USE REGULATION

Conduct While in and Use of The Community Center

- Any individual or group using the Community Center shall always conduct themselves in a lawful and legal manner. Nothing in this Use Policy shall be interpreted by the City to restrict otherwise lawful expressive conduct.
- No foul or abusive language shall be used at any time.
- No one will be permitted to enter the Community Center without shoes or shirts, at any time.
- No smoking, illegal drugs or drinking of alcoholic beverages or possession of illegal drugs or alcoholic beverages will be permitted at any time.
- Areas not specifically reserved shall not be entered or occupied by the applicant, the group, any of its individual, or participants and guests.
- Youth meetings must be supervised at all times by a responsible adult.
- 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 Community Center.
- Tables and chairs are provided in the Community Center. 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 Community Center for any reason, no exceptions.
- Hallways, exits, restrooms and other traffic areas are to remain free of tables, chairs, boxes and other items at all times.
- No nails, tape or tacks may be used on the walls. No item may be strung or attached to the walls.
- Pictures, plaques, flags, blinds, light fixtures, furniture, etc. are not to be removed or rearranged.
- Participants and guests are to remain in the appropriate area(s) of the Community Center. Playing in halls or restrooms is prohibited. Children attending meetings in the Community Center 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.
- Meetings shall end on time. Sufficient time shall be scheduled for cleanup within the scheduled room at the conclusion of the activity.
- Lights should be turned off in the Community Center at the conclusion of the meeting.
- Pets or animals are not allowed in the Community Center except for service animals.
- 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 Community Center supervisor. Computers and Projectors are allowed.
- Gambling in any form is prohibited.
- Use of Community Center piano will be allowed, if requested, for an additional fee in advance and upon verification by the Mayor that the applicant understands the responsibilities of such use.
- Compliance with the Utah State Open and Public Meeting Act is required.
- All users will meet posted fire codes including room occupancy ratings.
- Users may not store items on City property.
- **Room partitions shall only be manipulated by City Staff with proper training.**
- Any other rules or regulations pertinent to the continuation of only legal, lawful and authorized uses of the Community Center and to the effective and efficient operations and preservation of the Community Center will be established by the governing body. The policy will be enforced by the Mayor. In the event of an emergency policy decision, that decision is to be made by the Mayor, the Recorder will make the emergency decision which he or she deems 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.

Preparing Facilities for Use

- The Community Center Supervisor or designee shall see that the reserved area is available for the applicant's use.
- Set-up time for special occasions must be cleared at the time of scheduling. Normally, set-up will not be allowed earlier than one (1) hour prior to the time of the event. Please check with the Mayor for special arrangements.

Cleaning Responsibility

- Specific Cleaning requirements and checklist forms may be prepared and implemented by the Mayor.
- It shall be the responsibility of the individual or group using the Community Center to clean up area used, including the parking lot, by removing all foreign matter, garbage and debris and depositing it in the appropriate receptacles (dumpster provided outside of the building).
- The Community Center Supervisor will verify cleaning has been adequately performed. To maintain longevity of the Community Center, a minimum deep cleaning charge will be charged for all events serving refreshments and catered lunches or dinners.
- 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 Community Center to clean up. Cleaning supplies will be provided. (Vacuum, broom, trash bags, and spray cleaner for the tables)

Serving Refreshments

The Community Center is equipped with a kitchen strictly for the use of clean up and preparation of events. Light refreshments and light catered lunches or dinners are allowed, provided the food can be prepared and served lawfully without 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)

Facilities Use Emergency: 435-864-7399
Fire/Police/EMS Emergency: 911