

# PROVO CITY HALL COMMUNITY ROOM PUBLIC USE GUIDELINES

## 1. SCHEDULING.

- a. All requests for use of Provo City Hall Community Room must be received at least seven (7) business days in advance.
- b. Due to Council scheduling, no event at the City Center will be approved for a Tuesday unless approved by the Council office.
- c. Meetings may not be scheduled more than sixty (60) days in advance.
- d. Meetings may be scheduled Monday through Thursday, 8:00 AM – 5:00 PM.
- e. All meetings must conclude no later than 5:00 PM, including all cleanup.
- f. Meetings may be scheduled in blocks of 2-9 hours within the permitted hours.
- g. Multiple day meetings are not permitted.
- h. Recurring meetings are not allowed.

## 2. PAYMENTS AND DEPOSITS.

- a. Any required payment must be made at least three (3) business days before the meeting.
- b. Payment is made with Customer Service located at City Hall 445 W Center Street Provo UT, 84601.
- c. Proof of payment, i.e. a copy of the receipt, must be provided to the Facility Services Division Office Specialist (FSDOS) by the payment deadline or the reservation may be canceled.
- d. When food is served, a cleaning deposit of \$50.00 will be charged.
- e. If A/V equipment is required, an additional deposit of \$100.00 will be charged. A/V equipment use must also be scheduled in advance with the City Information Services Division and arrangements made for prior training in order to properly use the equipment.
- f. Where a deposit is required, if no damage is caused and no extra cleanup is required, the deposit will be refunded.
  - i. If repair, replacement, or cleanup costs are incurred, any deposit in excess of those costs will be returned, but the User will be liable and will be charged for any costs in excess of the deposit.
  - ii. In no case shall a deposit be returned until repairs are done or cleanup is complete.

## 3. FOOD.

- a. Unless arranged with the FSDOS in advance, no food may be served on the premises.
- b. If approved, food must be prepared and served in accordance with Utah County Health Department regulations.
  - i. In general, those regulations state that if the general public is invited, food must be prepared by a licensed, bonded, and properly permitted caterer or vendor.
  - ii. Those regulations do not apply to private groups.
- c. It is strongly recommended that food be brought in ready to serve. Cooking preparation facilities do not exist on the premises.
- d. Serving areas should be established on non-carpeted portions of the premises, when available and feasible.

## 4. SETUP AND CLEAN UP.

- a. When using the City Hall Community Room, an easel with your meeting name will be available to place outside the doors. No other signage is permitted.
- b. Provo City Hall Community Room has a limited number of long tables and chairs that may be used on request.
  - i. Requests for city assistance with setup and takedown must be made at the time of scheduling and confirmed at least 2 business days prior to the meeting date.
  - ii. City setup is at the expense of the User. Pricing for setup may be obtained when making a reservation. Payment is due as provided above.

- c. Special equipment such as extension cords, portable lights, screens, blackboards, etc., will be the sole responsibility of User.
  - d. Taking down and storing City furniture/furnishings is the responsibility of User unless a setup fee has been paid.
  - e. General cleanup of the premises is always the responsibility of the User.
5. **OTHER RULES.**
- a. User is responsible for maintaining law and order at any meeting. If the meeting becomes disruptive to City business or functions, or to neighboring meetings, the City may cancel the remainder of the meeting and require all attendees to leave. If this occurs, no refund of fees or deposits will be given, and User (and/or Group) will not be allowed to use City facilities in the future.
  - b. Reserved use of City facilities for a meeting that is not open to the public is only permitted if the reserving party agrees that weapons/firearms will not be permitted at the meeting and agrees to remove violators from the meeting.
  - c. Users do not have authority to open or close any City facility, building, or premises. Security duties must be performed by City staff or the City's current custodial contractor.
6. **PROHIBITIONS. THE FOLLOWING ARE PROHIBITED:**
- a. RED DYE-BASED BEVERAGES;
  - b. ALCOHOLIC BEVERAGES;
  - c. ILLEGAL SUBSTANCES;
  - d. WEAPONS, INCLUDING FIREARMS (EXCEPT AS OTHERWISE REQUIRED TO BE PERMITTED BY LAW);
  - e. RICE, CONFETTI, BIRDSEED, GLITTER, OR OTHER SIMILAR MATERIALS BOTH INSIDE AND OUTSIDE OF THE PREMISES;
  - f. FURNITURE NOT PROVIDED BY THE CITY;
  - g. VOLATILE OR DANGEROUS CHEMICALS, LIGHTED CANDLES, FLAMMABLE MATERIALS, EXPLOSIVES, FIREWORKS, OR OTHER POTENTIALLY HAZARDOUS ITEMS;
  - h. ATTACHING ANYTHING TO WALLS/DOORS; AND
  - i. COMMERCIAL USE OF THE CITY HALL COMMUNITY ROOM.
7. Violation of any of these rules will result in the City's refusal to accommodate any future Facility Use requests from User and/or Group.

By signing below, I acknowledge that I have received a copy of Provo City's Facilities Public Use Guidelines and agree to be bound by its terms. **I EXPRESSLY AGREE THAT I AM ASSUMING RESPONSIBILITY TO PAY FOR ANY CLEAN UP, REPAIR, OR REPLACEMENT COSTS INCURRED BY THE CITY ARISING OUT OF MY MEETING.**

User's Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

User's Signature \_\_\_\_\_