

Civic Center Reservations

Hyde Park Civic Center

Located at 113 East Center

The Hyde Park City building can be rented by residents and non-residents of Hyde Park for reunions, wedding receptions, family gatherings, etc. There are two areas available. The upstairs room and downstairs including patio.

No smoking is allowed in any public building or within the boundaries of our parks.

Use of alcohol or drugs is not permitted on the premises. Doing so will be grounds for immediate termination of the building use without refund of deposit.

For additional requirements for building users see page two and three of this document.

Upstairs Facility

The upstairs has a large gathering area. There are tables and chairs available for your use. A kitchen facility is available just off of this room. Restrooms are also available.

Basement Facility

The basement has a very large, uncarpeted area. There are tables and chairs with a complete kitchen and restrooms.

Rental Fees

| | | |
|---------------|----------|-----------------------------|
| Residents | \$100.00 | (\$50 Rent, \$50 deposit) |
| Non-Residents | \$450.00 | (\$150 Rent, \$300 deposit) |

Residents must show proof of residency with a utility stub and picture ID.

All users must submit a signed paper agreeing to abide by all of the rules. This agreement is page two of this document.

The deposits will be refunded to residents and non-residents if the facility is left clean with no damage and no violation of the rules.

To schedule the use of the building for your event call **563-6507** during normal office hours.



Hyde Park City Rental Application

113 East Center, Hyde Park, UT 84318

Applicant's Name _____ Name of Organization _____
 Address _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Type of Activity _____ Estimated Attendance _____
 Date(s) Requested _____ Hours Requested _____
 Cleaning Deposit Required? Yes _____ No _____ Business License* # _____

Office Use Only

| Fee Amounts | | | | ID Provided |
|-----------------------|----------|----------------------|-------------------|-------------------|
| Building Rental Fee | \$ _____ | Cash/Check _____ | Credit Card _____ | Type _____ |
| Cleaning Deposit | \$ _____ | | | Number _____ |
| Cloth Rental | \$ _____ | | | Date Paid _____ |
| Total Fees Due | \$ _____ | Amount Paid \$ _____ | | Received by _____ |

*A business license is required when applicant desires to sell or promote a particular good or service. The business license does not need to be from Hyde Park City, but the applicant must demonstrate that they are legally licensed to sell or promote their business goods.

In consideration for the use of the Hyde Park City Hall, applicant agrees to defend, and indemnify, and hold harmless the City of Hyde Park, its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of the use of the facility. Further, the applicant accepts responsibility for any liability and damage to property sustained or claimed to have been sustained arising out of activities of the above indicated activity or those of any of its officers, agents or employees, whether such act is authorized by this agreement or not; and the applicant shall pay for any and all damage to the property of the City of Hyde Park, or loss, or theft of such property, done or caused by such persons. Hyde Park City assumes no responsibility whatsoever for any property placed on the premises. The applicant further agrees to waive all rights of subrogation against the City of Hyde Park. The provisions of the article do not apply to any damage or loss caused solely by negligence of the City of Hyde Park or any of its agents or employees.

Applicant is an authorized official of the group submitting this application, and is 21 years of age or older. The applicant has read and understands this entire application including all regulations and rules on the backside of this application, and agrees to all of the terms and conditions as stated.

I have read and understand the rules, regulations and reservation policies. Further, I understand and agree that violation of the rules, regulations and reservation policies, as stated herein, will result in a forfeiture of the deposit, plus any costs incurred by Hyde Park City in repairing any damage that may occur as a result of the violation.

Applicant Signature/Title _____ Date _____

Please come to the office the week before you have the building reserved to pick up the key card. This will allow you entrance on the day you have reserved. The key card can be put in the drop box after your event or brought back to the City Office. The deposit will not be refunded until the key is returned.

Rules, Regulations and Reservation Policies

Rules and Regulations

1. It is the intent of Hyde Park City to make our City Hall available for the use of our citizens. Use by non-community groups or individuals may be scheduled based upon secondary availability. Proposed use of facilities or events by any person, persons, group or organizations which are not sponsored by Hyde Park City shall not interfere with the public enjoyment of Hyde Park City Hall, deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the City; nor draw crowds in excess of the capacity of the facilities.
2. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions pertaining to the use of the facility. Any group violating the regulations and conditions governing the use of the facilities shall be subject to immediate revocation of facility use privileges and the City will retain all fees previously paid. Groups or individuals that fail to comply or violate Hyde Park City rules and/or regulations shall not be permitted future use without prior approval of the Hyde Park City Council.
3. Groups and individuals using a facility are responsible to pay for any damage to or loss of City property connected with such use. Hyde Park City will not be responsible for the loss, damage, or theft of equipment or articles owned by the user.
4. Renters will be charged a rental fee along with a deposit for the facility being rented. The event must be cleaned up completely ready to vacate the facility by the appointed time. This includes restrooms, kitchens, ovens, stoves, refrigerators, appliances, carpets, floors, garbage containers, locking all windows, turning off all lights, wiping down all tables, chairs and furniture, etc. Cleaning and garbage supplies will be made available. The deposit may be returned within 10 days after the inspection verifies that no building or property damage has occurred, that no City property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. Hyde Park City reserves the right to withhold all or part of the cleaning deposit for any violation of this rental agreement, or for any costs incurred to the city.
5. Failure to be out of the building or facility on time may incur an additional fee, which will be withheld from your deposit or charged to you.
6. The following are prohibited at the Hyde Park City Hall:
 - a. Possession and/or consumption of alcoholic beverages or illegal drugs.
 - b. Smoking inside any building facility or on the grounds.
 - c. Decorations, which are nailed, taped, or otherwise attached to walls or ceilings. All decorations must be fireproof.
 - d. In the case of wedding ceremonies and/or receptions, no rice or confetti will be thrown. Doing so will result in a total forfeiture of the deposit.
 - e. No candles, open flame or flammable material of any kind.
 - f. Storage of any unapproved private property in any public facility.
 - g. Use of equipment or other items that could mar the surface of the floors.
 - h. Charging admission to any facility, except by approval by the City staff.
 - i. No furnishings may be removed from the buildings.
7. The City employee in charge of any facility is authorized to enter any room at any time in the performance of their duties. In the use of any City facility, individuals and groups shall be subject to the direction of the City employee in charge of the facility.

8. Amplified equipment permitted only with the rental of both upstairs and downstairs facilities and with approval of Hyde Park City.
9. All activities (including set up and take down) must take place on the day of the event and between the hours of 8:00 a.m. and 11:59 p.m., unless directed otherwise by the city staff.
10. During normal business hours (8:00 a.m. until 5:00 p.m.), no amplified music will be permitted.

Reservations

1. Reservations for the Hyde Park City Hall require all persons to complete a Hyde Park City Hall Reservation and Rental Agreement.
2. All applications for reservations should be submitted at least two (2) weeks in advance on the official form provided by Hyde Park City, which shall constitute a contract between the user and Hyde Park City and will include by inference all terms and conditions of these regulations. Hyde Park City may review applications submitted for facility reservations within the two-week period based upon availability.
3. All applications must be signed by a responsible adult, twenty-one (21) years of age or older, or the president, or other official representative so designated by the board or the requesting organization. The person/persons signing the application must be present at the event and is responsible for the supervision of the event and have the approved application on their person. Applications are nontransferable to other groups, facilities, dates, or times.
4. No reservation is confirmed until all fees are paid in full.
5. Reservations, contracts, or privileges extended to any person, persons or group, for profit or not, shall not be granted for a period exceeding one (1) year. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any one person or group of people.
6. Hyde Park City reserves the right at any time to refuse use of any facility to any group or individual who has violated any of the conditions, rules, or regulations governing the use of the facility.

Cancellation or Change Policy

There is no cancellation fee for any reservation cancelled or changed prior to two weeks before the reservation date. If a reservation is cancelled less than two weeks prior to the reservation date, no refund of rental fee will be granted.

Rental Costs

The following items are available for rent upon request

- Tablecloths (round & rectangle) \$3.00 each
- TV with DVD Player (upstairs only) \$10.00

WiFi password is available upon request

Replacement Costs

The amounts listed below will be withheld from the deposit for any items which require replacement, whether because of damage or non-return. Each amount listed is per item. Damages in excess of the required deposit will be billed to the renter. In addition, a cleaning charge of \$20/hour will be assessed if cleanup by city staff is necessary. Cleaning charges will be assessed in one-hour increments.

- Tablecloths \$25.00 each
- Key Card \$10.00 each

CITY HALL CLEANING CHECKLIST



Thank you for helping to take care of Hyde Park’s City Hall and community center so that it can remain a beautiful amenity for families and community members for years to come. Please complete the following after using the facilities.

| | |
|--|---|
| | Entryways: Please vacuum rugs and carpet |
| | Community Room: Please vacuum floors, empty garbage cans and stack chairs. |
| | Tables/Chairs: Please wipe down tables and neatly stack tables in storage closet. Please stack chairs around the room or in the south room -no higher than 5 chairs each . Extra chairs may be set out in five rows of 8 – with an aisle in the middle. |
| | Spills: If there are any spills on chairs or the carpet, please wipe up any liquid and leave a note so our janitor can clean them. |
| | Hard Floors: Please sweep hard floors and spot mop any spills or footprints. Use the mop in the janitorial closet with water only. Wring out mop cloth before placing it on the mop handle. Wring out mop cloth each time you rinse it. Please DO NOT use any cleaning products on the floors. |
| | Kitchen: Please clean sink, stovetop/front, inside and outside microwave, counters and refrigerator, and empty garbage cans. |
| | Bathroom: Please pick up any trash and verify toilets have been flushed, water is turned off and lights are off. |
| | Doors, Walls and Windows: Spot check and wipe down any sticky spots, fingerprints, etc. |
| | Rags: All rags used should be rinsed, wrung out and left in the storage closet. The city will launder the rags. |
| | Tablecloths: Please gather all cloths used and return to City employee. |
| | Outside: Please clean up any garbage or messes outside of the building that might be associated with your event, including on patio, sidewalks, parking lot, etc. |
| | Doors: Please hard lock the doors prior to leaving the facility. (Hold keycard to lock for 4 seconds. Put keycard in the drop box or return to the city office.) |
| | Other: Please complete clean up so that facility can be locked prior to midnight. |

Please return this form to a City employee to submit a request for return of your deposit.

I understand that failure to complete any of the above items may result in forfeiture of some or all of my deposit and may subject me to additional cleaning, repair or replacement charges.

Signature

Date

CITY HALL CLEANING CHECKLIST INSPECTION FORM



PLEASE RETURN FORM TO
CITY STAFF MEMBER

DATE AND TIME OF EVENT

| <u>COMPLETED</u> | | <u>ITEM</u> | <u>NOTES</u> |
|------------------|----|--------------------------|--------------|
| Yes | No | | |
| | | Entryways | |
| | | Community Room | |
| | | Tables/Chairs | |
| | | Spills | |
| | | Hard Floors | |
| | | Kitchen | |
| | | Bathroom – garbage only | |
| | | Doors, Walls and Windows | |
| | | Rags | |
| | | Tablecloths | |
| | | Outside | |
| | | Doors | |
| | | Other: | |

Inspection By: _____ Date and Time: _____

AMOUNT OF DEPOSIT WITHHELD: _____ AMOUNT TO RETURN: _____

APPROVED BY: _____

SIGNATURE: _____