

RESOLUTION 23-09

A RESOLUTION AMENDING THE HYRUM CIVIC CENTER RENTAL FEES AND DEPOSIT SCHEDULE.

WHEREAS, Hyrum City owns and operates a meeting, reception, and conference building known as the Hyrum Civic Center; and

WHEREAS, Hyrum City also owns and operates a dance hall, and reception building known as the Elite Hall; and

WHEREAS, Hyrum City allows the Hyrum Civic Center and Elite Hall to be rented for a variety of public and private functions; and

NOW, THEREFORE, be it resolved that the Hyrum City Council hereby approves and adopts the Hyrum City Civic Center Rental Fees and Deposit Schedule attached hereto as Exhibit "A". These fees and deposits may be revised from time to time by resolution.

BE IT FURTHER RESOLVED, that this resolution shall become effective upon adoption.

ADOPTED AND PASSED by the City Council this 6th day of April, 2023.

HYRUM CITY

Stephanie Miller
Mayor

ATTEST:

Stephanie Fricke
City Recorder

CIVIC CENTER RENTAL RATE AGREEMENTS

Approved April 6, 2023 Res 23-09

****DEPOSIT PICKUP MUST BE AFTER 11 A.M. THE NEXT BUSINESS DAY****

**\$1,000.00 FINE FOR RESERVING BUILDING FOR INCORRECT USE OR A USE NOT ALLOWED
(DANCING IS NOT ALLOWED IN CIVIC CENTER)**

Date of Event:	Type:	Time In:	Time Out:
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Name:	Today's Date:
Address:	Phone #:

Email

Receipt #

PIANO RECITAL – TUESDAY & WEDNESDAY – **NO FOOD**

<input type="checkbox"/> RESIDENT:	<input type="checkbox"/> NON – RESIDENT (photocopy of credit card):
<input type="checkbox"/> Rental Fee Per Hour \$15.00	<input type="checkbox"/> Rental Fee \$35.00
<input type="checkbox"/> Deposit \$50.00	<input type="checkbox"/> Deposit \$300.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL RENT \$ _____ Date Paid _____

FAMILY/FRIEND PARTY, HYRUM BUSINESS OR CLUB MEETING - LIMITED TO **75** PARTICIPANTS

<input type="checkbox"/> RESIDENT:	<input type="checkbox"/> NON – RESIDENT(photocopy of credit card):
<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$100 <input type="checkbox"/> Half \$50.00	<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$300 <input type="checkbox"/> Half \$150.00
<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00	<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00
<input type="checkbox"/> Deposit \$200.00	<input type="checkbox"/> Deposit \$400.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL RENT \$ _____ Date Paid _____

WEDDING/PARTY, MEETINGS, EVENTS– LIMITED TO **250** PARTICIPANTS

<input type="checkbox"/> RESIDENT:	<input type="checkbox"/> NON – RESIDENT (photocopy of credit card):
<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$200 <input type="checkbox"/> Half \$100.00	<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$400 <input type="checkbox"/> Half \$200.00
<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00	<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00
<input type="checkbox"/> Deposit \$200.00	<input type="checkbox"/> Deposit \$400.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL RENT \$ _____ Date Paid _____

PUBLIC MTG, HYRUM SENIORS GOLDEN ANNIV. OR 80/90/100 BDAY– LIMITED TO **250** PEOPLE

<input type="checkbox"/> RESIDENT:	
<input type="checkbox"/> Rental Fee No Charge	
<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00	
<input type="checkbox"/> Deposit \$300.00	
TOTAL RENT \$ _____ Date Paid _____	TOTAL DEPOSIT \$ _____ Date Paid _____

COMMERCIAL ACTIVITIES ENTRANCE AND/OR ADMISSION CHARGED

<input type="checkbox"/> RESIDENT:	<input type="checkbox"/> NON – RESIDENT(photocopy of credit card):
<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$500 <input type="checkbox"/> Half \$250.00	<input type="checkbox"/> Rental Fee <input type="checkbox"/> Whole \$1000 <input type="checkbox"/> Half \$500.00
<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00	<input type="checkbox"/> Weekend Inspection Fee (Fri, Sat & Sun) \$25.00
<input type="checkbox"/> Deposit \$500.00	<input type="checkbox"/> Deposit \$700.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL RENT \$ _____ Date Paid _____

SEE EXHIBIT A FOR RENTAL RATE AGREEMENTS

\$1,000 FINE FOR RESERVING BUILDING FOR INCORRECT RENTAL USE OR A USE NOT ALLOWED: PLEASE SIGN NAME _____

<input type="checkbox"/> Resident	<input type="checkbox"/> Non- Resident
<input type="checkbox"/> \$1,000 fine paid or added to City Utility Bill	<input type="checkbox"/> \$1,000 fine paid

CIVIC CENTER RENTAL RATE AGREEMENTS

****DEPOSIT PICKUP MUST BE AFTER 10 A.M. THE NEXT BUSINESS DAY****

\$1,000.00 FINE FOR RESERVING BUILDING FOR INCORRECT USE OR A USE NOT ALLOWED

Date of Event:	Type:	Time In:	Time Out:
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Name:	Today's Date:
Address:	Phone #:

Email _____ Receipt # _____

HYRUM LITERARY CLUB

<input type="checkbox"/> RESIDENT:	
<input type="checkbox"/> Rental Fee Per Time	No Charge
<input type="checkbox"/> Deposit	\$50.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL DEPOSIT \$ _____ Date Paid _____

HYRUM DUP

<input type="checkbox"/> RESIDENT:	
<input type="checkbox"/> Rental Fee Per Time	No Charge
<input type="checkbox"/> Deposit	\$50.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL DEPOSIT \$ _____ Date Paid _____

WELLSVILLE DUP

<input type="checkbox"/> NON - RESIDENT:	
<input type="checkbox"/> Rental Fee Per Time	\$35.00
<input type="checkbox"/> Deposit	\$100.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL DEPOSIT \$ _____ Date Paid _____

RED CROSS BLOOD DRIVE

<input type="checkbox"/> NON- RESIDENT:	
<input type="checkbox"/> Rental Fee	No Charge
<input type="checkbox"/> Deposit	\$50.00
TOTAL RENT \$ _____ Date Paid _____	TOTAL DEPOSIT \$ _____ Date Paid _____

\$1,000 FINE FOR RESERVING BUILDING FOR INCORRECT RENTAL USE OR A USE NOT ALLOWED: **PLEASE SIGN NAME** _____

<input type="checkbox"/> Resident	<input type="checkbox"/> Non- Resident
<input type="checkbox"/> \$1,000 fine paid	<input type="checkbox"/> \$1,000 fine paid
<input type="checkbox"/> \$1,000 fine on City Utility Bill	

CIVIC CENTER RENTAL RATE AGREEMENTS

INITIAL EACH SECTION TO VERIFY YOU HAVE READ AND UNDERSTAND THE RULES AND TERMS OF THIS AGREEMENT:

PAYMENT SCHEDULE: *Initial*_____

Rental Fee is due upon reservation of the building.

Deposit is to be paid in cash between the hours of 8:00 a.m. and 4:30 p.m. as follows: The day before or the day of the event; or If the event is on a Holiday the deposit needs to be made the last business day before the Holiday.

CANCELLATION POLICY: *Initial*_____

No refund, credit, or a change of date will be given for cancelled reservations during the month of December.

A refund will be given if cancellation is made before 14 days prior to the event for reservations January through November.

KEY PICK UP FOR BUILDING: *Initial*_____

Keys will only be given by Hyrum City to the person who rented the building and has signed this agreement no exceptions (ID may be required).

You may pick up the key to the Civic Center when you bring in the cash deposit between the hours of 8:00 a.m. and 4:30 p.m. as follows: The day before or the day of the event; or If the event is on a Holiday the deposit needs to be made the last business day before the Holiday.

If you do not pick up the key during regular business hours an additional \$25.00 fee will be required (if there is an employee that is available to meet you at the City Office for you to sign the forms and take your cash deposit). If you do not pick up the keys during regular business hours, Hyrum City is not responsible for any costs associated with your event due to the building being locked; and no rental refund will be given.

ENTRY TIMES AND EXIT TIMES: *Initial*_____

Entry into the building may not be made until the time and date of your reservation – no exceptions.

Entry (includes set-up, decorating, use, etc.) in the building can be made no earlier than 7:30 a.m. the day of your reservation – if you reserved the building for all day or the morning reservation and 4:00 PM for the evening reservation.

Exit from the building (including clean-up) of the building needs to be made before the time stated on your reservation – no exceptions.

If there is early entry or late exit you will forfeit your deposit.

SECURITY CAMERA: *Initial*_____

Hyrum City has security cameras in the building and will monitor your activity. If it is determined by security footage that rules were broken, such as but not limited to the number of participants exceeded the rental; early or late entrance of the building, damage to the building or property, or the activity was not the activity paid for your deposit will be forfeited – no exceptions.

DAMAGE TO THE BUILDING: *Initial*_____

CIVIC CENTER RENTAL RATE AGREEMENTS

Any damages that are a direct result of the renter's event, per this contract, will be deducted from the deposit fee. If the amount of damages is determined to be greater than the deposit the renter will be responsible for all repairs or for payment (per a cost estimate obtained by Hyrum City) to return the Civic Center to its original condition.

BUILDING RULES: *Initial*_____ I understand that if the Civic Center has not been left clean or if I have broken any of these rules that I will forfeit my deposit.

1. Do not leave the building unattended or unlocked without ADULT supervision.
2. Children are not to be left unattended at any time.
3. The occupancy limits of the building vary according to the type of activity. At no time shall the renter permit more than 250 persons in the building at any given time.
4. NO – These activities, beverages, and items are NOT permitted in or on the grounds of the Civic Center:

Dancing	Sports
Smoking, E-cigarettes, Tobacco	Rollerblading, Skating, Skateboarding
Alcoholic Beverages	Bounce Houses or Slides
Candles or Flames of any kind	Hanging items on Walls, Doors, Ceilings
Pets	Smoke, Haze, or Fog machines
Paint or Glue	Barbeque Grills
Gum	
5. Do not throw or use confetti, rice, glitter, birdseed, or use silly string, shaving cream inside or outside of the building.
6. ***TABLES AND CHAIRS ARE NOT ALLOWED TO BE TAKEN OUTSIDE OF THE BUILDING*** The tables are fiberglass, do not put any hot dishes or pans on them because the tables could be damaged. Financial responsibility to replace damaged tables is yours. (Replacement costs are about \$250 per table).
7. Please make sure that no utensils such as pots & pans, pitchers, mixing bowls, etc. leave the building.
8. The rooms (including bathrooms) should be left as clean as you found them.
9. Due to the sensitive heating and cooling system in the building, do not leave any outside doors open. Do not tamper or try to adjust the thermostats.
10. All cleaning (see cleaning checklist attached) of building is the responsibility of renter. Additional reminder - Make sure floors are swept, restrooms are clean, garbage cans are emptied, lights are off, and close and lock all doors.
11. The City has provided the piano for the convenience and pleasure of those who rent the building. It is not meant to be used as a toy for children to play on. An inspection is conducted after each use, so if there is any damage to the piano, the renter will be held responsible.

CIVIC CENTER RENTAL RATE AGREEMENTS

AGREED TO AND ACCEPTED:

By signing this building agreement, I hereby certify that I understand the terms, rules, and rental contract, that I am responsible for the facilities covered under this agreement, including any and all damage beyond normal wear to both building and fixtures, and that I personally am using said facilities for legitimate, legal purposes, allowed under City policy.

I understand that any violation of City policies retaining to rental or use of this facility will result in forfeiture of my deposit plus the cost of repair or replacement of any and all damages or loss resulting from the rental or use of said facility.

I understand if I break or violate any of these rules I will lose my deposit and rights to rent Hyrum City property and buildings in the future.

Signature of Responsible Party

Date Signed

KEY LOAN AGREEMENT

The key(s) to the Civic Center shall be returned to Hyrum City Office no later than the first business day after your reservation date.

Should the key(s) not returned as agreed, I promise to reimburse Hyrum City for all reasonable expenses and cost incurred by the replacement thereof. I further promise that under no circumstance will I duplicate nor allow anyone else to duplicate the key(s) while on loan to me.

Signature of Responsible Party

Date Signed

Person Picked Up:	Date Keys Picked Up:
Key Color:	Deposit Received: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Deposit Amount: \$
Hyrum City Employee:	Date Keys Returned:
Rental Application/Contract Signed: Yes <input type="checkbox"/>	Deposit Returned: Yes <input type="checkbox"/> No <input type="checkbox"/>