



## MILFORD CITY ADMINISTRATIVE BUILDING USE POLICY

### 1. **PURPOSE**

Milford City Administrative Building was designed and built with the primary intent to house the Administrative Offices of Milford City and to conduct city government business. In the interest of security and continuity of City business, it is incumbent upon the City to set guidelines or parameters of conduct and access relative to the use of the City Hall (Multi-purpose room and Serving Area).

### 2. **PROHIBITED USES**

- A. Milford City Administrative Building exists to serve the administrative needs of city government, thus providing essential support of city services. Milford City Administrative Building may therefore not be used for the following purposes:
1. Private (for profit) business operations (Commercial Use).
  2. Smoking/tobacco use, drug use, and alcoholic beverages are prohibited in Milford City Administrative Building and on its grounds.
  3. City Hall will not be available for lease during regularly scheduled Council Meetings or Planning Commission Meetings. These meetings are currently held the second Wednesday and third Tuesday of each month. Special meetings are scheduled as needed and take precedence over lease reservations (confirmation of use by these city groups will determine building availability).
  4. Youth and/or Adult Recreational Activities shall not be permitted in the administration building as set forth by Resolution 2-2019.

### 3. **APPROVED USES**

- A. The following is a list of authorized uses of Milford City Administrative Building. It is not intended to be an exhaustive list. Administration may permit a use not included below:
1. City administrative operations.
  2. City sponsored events and activities at the discretion of the legislative council of Milford City.
  3. Public education efforts, classes, seminars, etc. which comply with the intent of the use of the building.
  4. Emergency needs, operations, evacuations, etc.
  5. Private use as authorized by the city including but not limited to: weddings, receptions, showers, family dinners, funerals.

### 4. **RESERVATIONS**

- A. Portions of Milford City Administrative Building are available for public use, if available.
- B. Fees associated with the public use are set forth in the City's Fee Schedule and are based on structured use (1-4 hours; 5-8 hours, All Day Use, Multi Day Use). Use is defined for the purposes of this policy as "all time during which any space within the building is occupied by a patron, guest, or materials". Therefore, those renting the City Hall should be prepared to pay for time associated with set-up and clean-up. Any additional time will be charged in accordance with the structured use rates.
- C. Areas available for rental include the Multipurpose Room (City Hall) and Serving Area. Although public restrooms shall be made available to renting patrons and their guests, public entrance into or use of any other portion of the building is strictly prohibited unless otherwise approved by Administration.

### 5. **ACCESS TO BUILDING**

- A. An electronic key or fob will be issued to the Lessee upon completion of a Lease Agreement and payment of the security deposit and lease fee at the Milford City Office during regular business hours.
- B. Electronic keys or fob will be pre-programmed to allow entrance into the Multipurpose Room (Hall) and Serving Area ONLY for the times provided on the Lease Agreement as the "Beginning Time" and "End Time".
- C. Lessee agrees to retain the custody of the electronic key or fob issued at all times; returning to City staff the first business day following the lease.

## **6. DAMAGES AND RISK/ DECORATIONS**

- A. Exits cannot be covered under any circumstances. All groups and individuals using the facilities must abide by the Utah State Fire Code and Utah State Laws. The City reserves the right at all times to control facilities and to enforce all applicable laws, rules, and regulations.
- B. Lessee is responsible for any and all damages incurred as a result of building use during their event.
- C. In such circumstances wherein damage occurs, an estimate of damages will be composed by Administration. Such estimate will serve as basis for any charges.
- D. Lessee shall sign a Lease Agreement which stipulates that they assume all liability and risk associated with the building usage and that they indemnify and hold harmless the city, its officials, employees, contractors and agents from all damages associated with the building use.
- E. All decorations should be free-standing. The use of nails, thumb tacks, push pins, staples, tape, etc. on the walls, doors, frames, windows, or shutters is strictly prohibited. Failure to abide will forfeit return of deposit.
- F. Decorations must comply with the fire ordinances. The use of confetti, glitter, paint, graphite, hay, straw, corn stalks, grass, palm fronds, live Christmas trees, rice, bird seed, lighted candles, live animals, or open flames is prohibited in the building or on the grounds.
- G. All trash, decorations, or other debris must be removed from the building and placed in the dumpster prior to Lessee vacating the building upon completion of the event.
- H. Children must be supervised at all times and remain only in reserved areas indicated in the agreement. Do not allow children to play on furniture or tables and chairs, in parking lot, on retention wall, etc.
- I. Facility tables and chairs are not to be removed from City Hall.
- J. **Maximum City Hall Occupancy 102** in accordance with state fire code.

## **7. HAZARDOUS PROPERTY**

- A. The City prohibits the Lessee from bringing any exhibit, equipment, vehicle, or material onto the premises of City Hall if Administration determines such to be dangerous to persons, property, or any part of the premises.
- B. The City shall not be responsible for termination or interruption of any program or event arising from information possessed or threat received by the City concerning an imminent danger to any part of the premises or any occupants which cause the cessation of the event. Refund of unused hours is at the sole discretion of the City.

## **8. CRITERIA FOR USE/FORCE MAJEURE**

- A. All building uses must comply with the following criteria:
  - 1. The use must be lawful.
  - 2. The use must be approved under written application.
  - 3. The use must be approved and scheduled in advance through Administration.
  - 4. The Use Fee must be paid for via debit/credit card, cash, check, or money order at rates determined in the City's Fee Schedule.
  - 5. The Security/key/cleaning Deposit must be paid for by a separate check or cash prior to the lease.
  - 6. No group's activities shall disrupt or interfere with City operations.
- B. Lessee shall accept and acknowledge in writing that by reserving the use of City Hall they assume the risk that their event may be disrupted or canceled at any time due to a declared emergency or other essential City business. Lessee must understand that Milford City Hall is first and foremost the seat of municipal operations and that such operations may present inconveniences, disruptions, and interruptions to their event.

## **9. ACCEPTABLE TIMES OF USE**

- A. There shall be no public use of City Hall between the hours of 10 p.m. and 7 a.m. or during scheduled City Council or Planning Commission meetings, currently held the second Wednesday and Third Tuesday each month.

## **10. REVIEW OF DECISION**

- A. Lessee's claiming that the application of this policy was unlawful or otherwise arbitrary may request a review of this policy by the City Administrator or designee.