

## Rules, Regulations and Reservation Policies

### Rules And Regulations

1. It is the intent of Nibley City to make our City Hall available for the use of our citizens. Use by non-community groups of 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 Nibley City shall not interfere with the public enjoyment of Nibley 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 Nibley City rules and/or regulations shall not be permitted future use without prior approval of the Nibley 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. Nibley 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. Nibley 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 your credit card.
6. The following are prohibited at the Nibley City Hall:
  - a. Possession and/or consumption of alcoholic beverages, illegal drugs, or narcotics.
  - b. Smoking inside any building facility.
  - c. Decorations, which are nailed, 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 Manager.
  - i. Overnight use without approval of the City Manager.
  - j. No furnishings may be removed from the buildings.
7. Food and refreshments will be permitted only in designated areas and by approval of Nibley City.
8. 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.

9. Amplified equipment permitted only with the approval of Nibley City.
10. 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 11:00 p.m.
11. During normal business hours (9:00 a.m. until 5:00 p.m.), no amplified music will be permitted.

### Reservations

1. Reservations for the Nibley City Hall require all persons to complete a Nibley 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 Nibley City, which shall constitute a contract between the user and Nibley City and will include by inference all terms and conditions of these regulations. Nibley 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 at all times and is responsible for the supervision of the event. 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. Nibley 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.
7. Applicants may be required to show proof of insurance before application agreement is approved.
8. If you are paying the resident price, proof of Nibley residency will be required. Only the person who signs the agreement can pick up and return the key to receive the deposit. A picture ID will be required.

### Cancellation or Change Policy

There is a 25% cancellation fee for any reservation cancelled or changed prior to two weeks before the reservation date. If a reservation is cancelled or changed less than two weeks prior to the reservation date no refund will be granted.

### 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 person/persons making the reservation. In addition, a cleaning charge of \$20 an hour will be assessed if clean up by city staff is necessary.

- Round Table- 225.00
- Table Chairs- 200.00
- Council Chair- 400.00
- Carpet Cleaning- as billed to the City
- Other physical damage- as billed to the City