

VERNAL CITY OFFICES USE POLICY

Community Use of Vernal City Facilities: Vernal City facilities, as indicated below, are available for public use for educational, cultural, social, or community activities in accordance with the following policies and provisions. Commercial or for-profit use is not allowed.

No event will be scheduled more than six months in advance. Notification of a cancelled event needs to be given at least one week in advance by calling Roxanne Behunin or Sherri Montgomery at 435-789-2255 or emailing hr@vernalcity.org. If you scheduled several meetings in advance and DO NOT give at least one week's notice of any cancellation, it will result in the termination of any future scheduled events.

REGULATIONS GOVERNING THE USE OF VERNAL CITY OFFICE FACILITIES.

1. The Vernal City Community Room & select conference room facilities may be used, free of charge, for any approved organization or group provided, however, that the use is in accordance with the policies and provisions stated herein. The using organization or group shall submit a completed Use Agreement Form to the Vernal City Manager's Office for review and approval prior to use of the facility.
2. Smoking and alcoholic beverages are not permitted in the Vernal City offices.
3. Pets or animals are not permitted in the Vernal City offices, except certified service animals.
4. Use of materials to be attached to walls, floors or other parts of the facility is prohibited without specific approval from the City.
5. Charging of Fees or retail sales by the using entity shall not be allowed.
6. Access into the City facility shall be arranged through the City Manager's office prior to the event or function.
7. If audio / visual equipment or furniture is needed, the user shall make arrangements with the City to have such equipment or furniture available for use and shall become familiar with the methods necessary to use any equipment. Arranging furniture shall be the user's responsibility.
8. The user shall agree to pay for all damages done to any property directly or indirectly related to the applicant's use, including any stains of carpets, flooring, or walls.
9. Activities or behavior prohibited by state, federal or local laws shall not be allowed in the facility. Activities or behavior endangering the health, safety or welfare of the City or users of the facility shall not be permitted and will constitute grounds for denial to use the City facilities.
10. No food items shall remain at the facility after the function or event is concluded. All trash, debris etc. shall be cleaned from the premises and disposed of in the available outside garbage receptacles.
11. All tables shall be cleaned before being stored. Carpeted and floor areas shall be cleaned, swept, or vacuumed and the areas shall be left in a clean and orderly condition.
12. No belongings shall remain at the facility after the function or event is concluded. Vernal City will not be held liable for any items left at the facility.
13. All users of the facility shall notify the City of any concerns or problems associated with the facility or its use.
14. Vernal City reserves the right to deny any use of its facilities.
15. The user shall confine themselves and their activities to the areas specified in the agreement and shall not allow access into any other areas of the City Office facility.