

MARRIOTT-SLATERVILLE CITY CITY HALL RESERVATION POLICY

1. **Residency Requirement.** I understand that the Marriott-Slaterville City Hall shall only be rented to residents of the City after proof of residency is established. Businesses located in the City, governmental agencies, and 501(c)(3) Non-profit Organizations are also eligible to rent City facilities.
2. **Rental Agreement.** A resident desiring to rent the City Hall complex shall complete the Reservation Agreement and is subject to this City Hall Reservation Policy. The resident renting the facility is required to read, understand, and acknowledge this Policy as the “renter” of the facility.
3. **“AS IS” Facility Condition.** Renter understands and acknowledges that rental and use of the facility is in an ‘AS IS” condition. There is no guarantee by the City as to the condition of the building, lawns, flower beds, trees, fixtures, restrooms, toilet paper, paper towels, dumpster, and anything else whatsoever.
4. **Rental Fees Paid.** All facility rental fees must be **paid-in-full** the date the reservation is made. Weddings are subject to additional policies listed in Paragraph 16 below.
5. **Set-up Fee.** There is an additional and separate “Set-up Fee” of \$75 for renters desiring to set-up for their event the day prior to their event.
6. **No Catering.** Renter understands and acknowledges that Marriott-Slaterville City is a government agency and **IS NOT** a caterer or catering service. Marriott-Slaterville City **DOES NOT** provide to renter any: city vehicles, phones, tablecloths, utensils, dishes, televisions, DVD players, power cords, audio equipment, electronic equipment, backdrops, decorations, tape or anything else whatsoever. Any items beyond use of the building must be provided by the renter.
7. **Damage Prohibited.** Renter understands and acknowledges that they will not allow anyone at their event to tape, nail, or adhere decorations or anything else to walls, windows, or furnishings. Renter also understands and acknowledges that they are responsible to provide adequate parking for their event. Renter is also required to provide security for their event if they anticipate or should anticipate that security may be needed. Renter understands and acknowledges that the City may require them to obtain insurance coverage as a condition of renting the facility. Renter assumes liability for any and all damage to any City facility or property caused by them or any person attending their event.
8. **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE BUILDING FOR ANY REASON.** Renter understands and acknowledges that if they need additional tables or chairs they must make arrangements for such at their own expense.
9. **Date and Time.** Renter is required to provide the **EXACT DATE AND TIMES** they will be using the building. The building can only be rented from 9:00 am to 10:00 pm. **SOMEONE MUST REMAIN IN THE BUILDING THE ENTIRE**

TIME THE DOORS ARE UNLOCKED. Renter must have the building cleaned and leave the premises before 11:00 pm.

10. **No Use During Office Hours.** No activities or events will be scheduled during office business hours Monday through Thursday between 9:00 am and 5:00 pm.
11. **Renter Responsibility.** Renter understands and acknowledges that they are responsible for the behavior of their guests and others at the activity who are in the building, on the property, and in the parking lot. Renter agrees to report any criminal conduct to the Weber County Sheriff by calling 9-1-1. Renter agrees to be responsible for damages caused by their guests and others in attendance at the activity.
12. **Cleaning.** Renter understands and acknowledges that they will properly clean the facility after use **and will provide their own cleaning supplies.** Renter agrees to:
 - a. Leave six (6) tables set up in the Senior Multi-purpose Room with eight (8) chairs at each table.
 - b. Return all other tables and chairs to the storage closet in a neat and orderly manner.
 - c. Clean tables and counter tops.
 - d. Vacuum carpets and clean rugs.
 - e. Sweep floors and mop up spills.
 - f. Wipe down stoves, microwave, refrigerators, and cabinets.
 - g. Leave restrooms swept, tidied and sinks clean.
 - h. Clean kitchen sinks.
 - i. Remove all garbage to the City dumpster in the west parking lot.
 - j. Replace empty garbage cans with new liners provided by the City.
 - k. Kitchen can be used for warming and serving only - food preparation is not allowed.
 - l. Remove all excess food from the premises.
 - m. Return all containers, trays, or other items rented or borrowed.
 - n. **Do not serve red beverages or any other food that may contain excessive coloring that may stain.**
13. **Lights Off and Security.** Renter understands and acknowledges that no open flames, alcohol, vaping, or smoking is allowed at their event in the building, on the property, or in the parking lot.
14. **Prohibited.** Renter understands and acknowledges that no open flames, alcohol, vaping, or smoking is allowed at their event in the building, on the property, or in the parking lot.
15. **NO ANIMALS ARE ALLOWED IN THE BUILDING, EXCEPT AS PROVIDED BY LAW.**
16. **Weddings.** Rental of the building for weddings requires the payment of the total fees due at the time the reservation is made, in addition to a separate \$100 deposit to cover **any** violations of this Policy. The \$100 deposit is payable by cash or check only (no credit cards), and is refundable subject to City Staff's determination.

There is a separate “Set-Up Fee” of \$75 for renters who wish to set up the day prior to the wedding. Everything must be cleaned up and removed by 11:00 pm on the night of the wedding. If anything is left on the premises the day after the wedding, the \$100 deposit will be forfeited.

17. **Renter Agreement.** Renter understands and acknowledges that they will follow this Policy as part of the Rental Agreement they shall complete. Renter agrees to pay the appropriate rental fee and deposit as required. Renter understands that if they violate this Policy they may lost their deposit, be fined, and/or lose rental privileges. Renter understands that they may request a refund up to 24-hours prior to their event if they cancel the event. Renter understands that any refund or return of deposit may take up to two (2) weeks to process.
18. **Renter understands that City Staff WILL NOT modify this Policy for any event.**