

MARRIOTT-SLATERVILLE CITY CITY HALL RESERVATION POLICY

- 1. Residency Requirement.** I understand that the Marriott-Slaterville Municipal Complex shall only be rented to residents of the City after proof of residency in Marriott-Slaterville City, Utah, 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 Municipal Complex shall complete the Reservation Agreement and is subject to this Municipal Complex Reservation Policy (hereafter “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, the lawns, the flower beds, the trees, the fixtures, the bathrooms, the paper towels, the dumpster, and anything else whatsoever.
- 4. Rental Fees Paid.** All facility rental fees must be **paid-in-full** the date the reservation is made. If not paid-in-full at that time the reservation is void and considered forfeited. 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 item beyond use of the building must be provided by the renter.
- 7. Damage Prohibited.** Renter understands and acknowledges that renter will not allow anyone at renter’s event to tape, nail, or adhere decorations or anything else to walls, windows, or furnishings. Renter also understands and acknowledges that renter is responsible to provide adequate parking for renter’s event. Renter is also required to provide security for renter’s event if renter anticipates or should anticipate that security may be needed. Renter understands and acknowledges that the City may require renter 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 renter or any person attending renter’s event.
- 8. TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE BUILDING FOR ANY REASON.** Renter understands and acknowledges that if renter requires

additional tables or chairs or outside tables and chairs that renter must make arrangements for such additional at renter's own expense.

9. **Date and Time.** Renter is required to provide the **EXACT DATE AND TIMES** renter will be using the building. Renter can only rent the building from 9:00 AM to 10:00 PM. **SOMEONE MUST REMAIN IN THE BUILDING THE ENTIRE TIMES THE DOORS ARE UNLOCKED.** Renter must have the building cleaned and leave the premises before 11:00 PM.
10. **No Use During Office Hours.** Unless permitted by City Staff, no activities or events will be scheduled during office business hours: Monday through Thursday between 9:00 a.m. to 5:00 p.m.
11. **Renter Responsible.** Renter understands and acknowledges that renter is responsible for the behavior of renter's guests and others at renter's 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 renter's guests and others in attendance at renter's activity.
12. **Cleaning.** Renter understands and acknowledges that renter will properly clean the facility after use and **will provide renter's 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 fashion.
 - c. Clean tables and counter tops.
 - d. Vacuum carpets and clean rugs.
 - e. Sweep floors and mop up spills.
 - f. Wipe off stoves, microwave, refrigerator, and cabinets.
 - g. Leave restrooms swept, tidied, and sinks clean.
 - h. Clean kitchen sinks.
 - i. Remove all garbage to the City's dumpster in the west parking lot.
 - j. Replace empty garbage cans with new liners provided by the City.
 - k. Use the kitchen for warming and serving only – food preparation is not allowed.
 - l. **No food or beverage allowed in the Legislative Chambers.**
 - m. Remove excess food from premises.
 - n. Return all containers, trays, or other items rented or borrowed.
 - o. **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 agrees to turn off all the lights and leave the building secure after renter's activity.

14. **Prohibited.** Renter understands and acknowledges that no open flames, alcohol, vaping, or smoking is allowed at renter's 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 a 50% deposit of the total fee due at the time the reservation is made, plus a separate \$100 deposit to cover **any** violations of this Policy. The \$100 deposit is payable by cash or check only (no credit card), and is refundable subject to City Staff determination. The remaining 50% of the fee will be due two (2) weeks prior to the wedding. Failure to pay the remaining 50% by that time will result in loss of the reservation, and the original 50% deposit will be refunded. 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 p.m. on the night of the wedding. If anything is still left on the premises the day after the wedding, the \$100 deposit will be forfeited.
17. **Agreement.** Renter understands and acknowledges that renter will follow this Policy as part of the Rental Agreement that renter shall complete. Renter agrees to pay the appropriate rental fee and deposit as required. Renter understands that if renter violates this Policy renter may lose renter's deposit, be fined, and/or lose rental privileges. Renter understands that renter may request a refund up to 24-hours prior to renter's event if renter cancels renter's event. Renter understands that any refund or return of deposit may take up to two (2) weeks to process.
18. **Follow Policy.** Renter understands that City Staff cannot modify this Policy for an event.