



February, 2026

## Kaysville Recreation Building

### Employee Rental Rules and Regulations

#### **Building Use**

1. Current City employees can only rent the building when available, free of charge. Events must be finished (and the building secured) no later than 11:00 p.m. Hours reserved must run consecutively. The reserving employee must always be on-site during the reserved event. The room capacity is 150.
2. There is no food preparation room provided. Alcoholic beverages and smoking are not permitted.

#### **Fees and Deposits**

1. Fees: There is no fee for an employee reservation as long as the employee remains on site for the duration of the event.

#### **Scheduling**

1. Reservations for use of the building must be made via the online application form. Reservations must be pre-approved. All City-sponsored events and meetings can override an employee's reservation.
2. Any other rules or regulations pertinent to the effective and efficient operation and preservation of the building will be established by Parks and Recreation staff and the City Manager.

#### **Setup and Cleanup**

1. Employee must ensure the front office and rear storage room are locked. If using the upstairs conference room, the employee must ensure offices adjacent to the conference rooms are locked. The building must be left in the exact condition as it is found.
2. It is the responsibility of the employee renting the building to setup and cleanup. Vacuums, mops, garbage cans/liners, and brooms will not be provided by the City. Garbage must be emptied at the conclusion of the event and taken to the dumpster in the parking lot.
3. Before the event, card access can be given by contacting Cole Stephens at 801-430-2869.
4. 12 rectangular tables and 200 chairs are stored on site. Tables and chairs are available for use with prior approval. Plan to bring cleaning wipes for tables.
5. The parking lot must be cleaned following the event of any debris that was created by the event.
6. Employee must make prior arrangements for use of amenities such as; pickleball nets, batting cage, pitching machine and sound system.
7. Open flames are strictly prohibited.

#### **Building Rules -**

- o Kaysville City restricts the use of inflatable toys, dunking machines, and similar equipment.
- o Vehicles are not permitted inside the building.

- Alcoholic beverages are prohibited in all city facilities.
- User must leave the building as they found it. Cleaning supplies and replacement garbage bags must be provided by user.
- Tables and chairs must be stacked in an organized manner.
- Dispose of all trash in the City Hall dumpster, or pack it out if necessary.
- Employees must ensure the west storage room door is closed and locked during the rental period.
- Entry into the front office is prohibited.
- If the upper-floor conference room is used, employees must ensure all office doors are closed and locked.
- Additional rules may apply depending on the time of year or season.