



February, 2026

Kaysville Municipal Center

Employee Rental Rules and Regulations

Building Use

1. Current City employees can only rent the building on Fridays beginning at 2 p.m. or on Saturdays. The total length of time that can be reserved on Saturdays cannot exceed 10 hours. Events must be finished (and the building secured) no later than 11:59 p.m. Hours reserved must run consecutively. The reserving employee must always be on-site during the reserved event. The room capacity is 140.
2. Only light refreshments or catered lunches or dinners are allowed. Red base /orange base punch, grape juice, Kool-Aid, coffee, berries (blackberry, blueberry, etc.), or other liquids/foods that could stain the carpets are not allowed. There is no food preparation room provided. Alcoholic beverages and smoking are not permitted.

Fees and Deposits

1. Deposits: \$ for events involving food/drinks or \$ for events without food/drinks. The purpose of a deposit is to ensure proper cleanup and care of the building. If cleaning or repair to the building or its contents is necessary and exceeds the deposit, the employee renting the building at the time damage was incurred will be required to pay the total cost of said cleaning or repairs. Deposits are refunded to the employee reserving the building. If the room is not cleaned after the function, the entire deposit will be retained by the City. A pre and post-inspection will occur for each event.
2. 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. 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 can 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 140 chairs are stored on site. Tables and chairs are available for use with prior approvals.
5. The parking lot must be cleaned following the event of any debris that was created by the event.

6. Pictures, plants, or furniture inside the building cannot be moved.
7. Chairs around the City Council dais, podium, and two staff 6' tables cannot be moved or sat in. Children are not allowed to play in or around the City Council dais, podium, and tables.
8. Tacking/taping material onto any surface and draping/tying any material from the ceiling beams is prohibited.
9. Marking on walls or furniture is prohibited.
10. No additional chairs, tables, or other furniture are allowed to be brought into the building. Backdrops can be brought in if pre-approved by PR staff.
11. If City sound system (microphone, etc) is requested, approval must be granted before the microphone can be provided. Other sound system functions are not available for use.
12. Open flames are strictly prohibited.
13. Children cannot run and play throughout the building or remain unsupervised.
14. All Davis County Health Department regulations are to be followed for food and other health-related events occurring during the reservation.
15. No setup of any kind is allowed in the foyer.
16. If the employee reserving the building as a "party", but is used for a wedding event and the reserving employee deliberately deceives the City about the event's purpose, the City will retain the deposit.