

MILLARD COUNTY FACILITIES USE AND RENTAL POLICY

REASONS FOR THE POLICY

These policy guidelines are issued to maximize the use of the County facilities and to assure that each use is pleasant, orderly and comfortable. When these policies are observed, confusion and disappointment are minimized and the facilities will remain well cared for and useful longer for the benefit of all the citizens of Millard County.

Third-parties using or renting Millard County owned facilities shall be required to sign an indemnification/hold-harmless agreement with the County as a condition of use.

Proper conduct is required of all participants and guests using County facilities. **No smoking or drug use is allowed. ALCOHOLIC BEVERAGES ARE NOT ALLOWED.**

Meetings and activities must be conducted in a manner to avoid any damage to the buildings and their fixtures. **USERS WILL BE BILLED FOR ACTUAL LABOR AND MATERIAL COSTS OF DAMAGES.**

Meetings and activities shall end on time. Sufficient time shall be given for cleanup within the scheduled time for the reservation so that back to back events may be scheduled.

Time for preparation, setup and cleanup must be scheduled as part of the time reserved for meetings and activities and are the responsibility of the user.

Lights should be turned off in the scheduled area at the conclusion of the activity.

Pets or animals (except seeing-eye dogs) are not allowed in the meeting room areas.

Participants and guests are to remain in the area of the building that has been reserved for the meeting or activity. Playing in halls, rest rooms and on fences and equipment or in other restricted areas by guests or children is prohibited. The party reserving the facility is responsible for the conduct of all participants and guests. Children shall not be left unattended in the parking lots, on the

grounds or in other unreserved areas during meetings or activities.

Arrangements for equipment, such as the sound system, tables and chairs, etc., should be made at the time of the reservation for meetings and activities. Equipment brought into the building from the outside must be delivered and removed using the proper entrances. If tables and chairs are brought into the building by the user, they shall have non-mar feet. Non-County equipment and/or tables and chairs are not allowed in the building prior to or after the time of the reservation. Equipment cannot be stored in the building prior to the start of the reservation time or be left after the conclusion of the reservation time.

Tables, chairs and other heavy items are to be carried when moved to avoid damage to the floor.

For the convenience of the public, restrooms at the Indoor Arena are open year round and restrooms at the Lyman Row baseball field are open during games.

INSURANCE

Occasionally, private parties request to use county property for private activities and liability may follow such use. Some risk should be allocated to private parties capable of assuming liability and the county's insurer requires allocation of risk or proof of insurance for such use.

Activities on county property shall be classified according to four classifications as set forth in Schedule 1, attached hereto and incorporated herein by reference, creating four separate classes of activities.

Classes I and II shall not be required to provide proof of insurance unless otherwise required by law, ordinance or this policy. Classes III and IV shall be required to provide proof of insurance at the time of application for use of county property.

Any commercial event, defined as charging admission or participation fees, or selling merchandise or items for profit shall be required to provide proof of insurance regardless of classification and the applicant for such event shall be responsible for obtaining a current County or City business license.

Any event with foot traffic exceeding the following restrictions for total event traffic shall provide proof of insurance regardless of classification:

Indoor event	100 persons
Outdoor event	300 persons

Millard County shall reserve the right to review and require insurance for any event regardless of classification if, based on the activity, prior history of use or spectator count, county officials determine that it is in the best interests of the county to require proof of insurance.

Prior to use of any county property, all non-governmental users shall execute a hold harmless/indemnification agreement, an acknowledgment and consent to abide by building rules, and provide proof of insurance, if required.

Any persons, groups, legal entities or other applicant(s) wanting to rent or use county property must have proof of insurance, if applicable, listing Millard County as Additional Insured for a minimum of one million dollars (\$1,000,000.00) or purchase a County Tenant User Liability Policy (TULIP). The application and payment for the TULIP policy must be received by Utah Counties Insurance Pool (AUCIP) at least two working days prior to the event and the signing of an indemnification agreement. A copy of both the proof of insurance and business license must be filed with the Recreation Department at the time the reservation is made, together with a signed hold harmless/indemnification agreement in favor of Millard County.

Those county residents/organizations renting the Exhibit Building for personal/family gatherings will not be required to provide insurance only if the following criteria are met.

1. All the conditions of the rental agreement are known to and agreed on by the renter including, but not limited to, signing an hold harmless/indemnification agreement with the County.
2. No admission fee is charged for the event.
3. No concessions or products are sold once inside.
4. No alcoholic beverages are served or sold.
5. No illegal activity as set forth by the laws of the State of Utah and Millard County is conducted.
6. The maximum attendance at any given time does not exceed 100 people.

PRIORITY OF USE

The policy for priority of use of the County facilities is as follows:

1. County sponsored events have first priority. The County retains the right to schedule over previously scheduled events of lesser priority.
2. Large events which promote tourism and revenue have next priority. These events shall have priority over individual or club events.
3. Individual or club events.
4. Reservations must be made in person and will be taken on a first come - first served basis. Fees must be paid at the time of reservation.
5. No more than two nights per month may be scheduled for the arenas by any group or individual on the first working reservation date. Any group or individual may schedule other nights after the first 48 hours of each month.
6. Any activity involving livestock other than horses must be reserved in advance with the appropriate rental fee to be paid at that time.

SCHEDULING

For the Manzanita facilities, all reservations, fees, documents, keys and inquiries should be made through Millard County Recreation at 81 South Manzanita Ave., Delta, Utah 84624. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Contact can also be made by phone at 435-864-1470 or fax (435)864-1488. The Recreation Supervisor in the Fillmore area can be reached at (435) 743-1605 or at (435) 979-6764.

ALL RESERVATION FEES AND DEPOSITS MUST BE PAID PRIOR TO THE SCHEDULED EVENT- NO EXCEPTIONS WILL BE MADE.

The Millard County facilities set forth in Schedule 2, attached hereto and incorporated by reference, are available to renters pursuant to the terms and conditions thereof and at the rates listed therein.

Other County Facilities:

Group use only by written petition to the Millard County Board of Commissioners. Appropriate fees will be assessed upon approval in an official Commission meeting. Generally, the use by groups of other County facilities, such as the Sunset View Golf Course, will only be allowed by the County at no more than a 10% reduction of normal fees and only for a non-profit charitable cause where the group is a qualified charity having a 501(c)(3) exemption under the IRS code and is registered as such with the Utah Department of Commerce, Division of Corporations and Commercial

Code.

Use of the dividers in the Exhibit building must be arranged at the time of the reservation and are included in the reservation fee. Millard County does not rent or loan the dividers.

Stage must be set up/taken down by County personnel.

Non-profit organizations receiving a rental fee waiver must still pay the stage and sound system rental fees.

* Minimum use charge per month. Deposit is forfeited if a light key is lost or stolen. Each key holder is solely responsible and will be billed monthly for power used by that key. Any key not used within one year must be returned. Any individual or group whose light fees are 30 days past due will have his/her/their light meter disconnected. Any individual or group whose light fees are 60 days past due will have his/her/their deposit forfeited and the matter referred to the Millard County Attorney=s Office.

**Millard and Delta High School rodeo Clubs will be expected to prepare and clean their stalls. Any partial month usage will still be considered one month. Owner is to provide feed and watering troughs. All cattle must be removed 2 days prior to any scheduled major events. Any damages incurred by cattle, livestock, etc. will be the responsibility of the owner and County will assess charges.

****Tractor use is limited to special events and only for use on County facilities which are rented. Only one person will be authorized for its use. That person must sign an indemnification agreement with the County and must be trained in its use by County personnel.

SCHEDULING AND FEES FOR MILLARD COUNTY SWIMMING POOLS, FACILITIES AND EQUIPMENT

The fee schedule for use of the Millard County swimming pools, facilities and equipment is set forth in schedule 3, attached hereto and incorporated herein by reference.

Reservations for renting Millard County swimming pools and/or other facilities and equipment can be made contacting the Pool Managers: East Millard Pool 435-743-4602 c West Millard Pool 435-864-3133.

MILLARD COUNTY SUNSET VIEW GOLF COURSE FACILITIES AND EQUIPMENT

The fee schedule for use of the Millard County Sunset View Golf Course facilities and equipment, including green fees, cart fees, trail fees, cart storage passes is set forth in schedule 4, attached hereto and incorporated herein by reference.

EXCEPTIONS TO THE FEE SCHEDULE

The Board of Millard County Commissioners may elect to waive the designated fees for the use of any County facilities for any non-profit or charitable organization up to 50% of the designated fees for the use of any County facilities by other individuals, groups, or entities, if it determines that the County receives fair and adequate consideration in return. That consideration can be non-monetary, and include anything that in the judgement of the County Commission contributes to the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of county inhabitants by allowing use of the facilities. A signed Request for Commission Waiver must be received by the Recreation Office at least one week prior to the event. Form is available at each County Recreation Office.

SAFETY PROCEDURES

Applicable State, City and County safety laws and regulations are to be observed in County facilities. All users of the facilities are obliged to keep the buildings safe for the tenants, other users and the general public. Activities that jeopardize the buildings, fixtures or occupants shall not be permitted.

Spills of any kind are to be cleaned up immediately to prevent slipping.

Hallways, stairways, exits and traffic areas shall remain free of tables, chairs, or any other obstructions at all times. Storage areas shall be kept safe, neat and clean.

State, City and County Fire Codes apply in all County facilities. Fire extinguishers are provided at strategic locations in case of emergency. Fire extinguishers are not to be removed unless they are used to put out a fire. Fire exits are available and are clearly marked with exit signs. Emergency exits are equipped with crash hardware for immediate exit in case of emergency.

Portable electric/gas heaters are not allowed in the facilities.

Only one electrical appliance or lighting fixture is to be used on each outlet.

Extension cords, if needed, should be three-wire variety (#14 three-wire). Care should be taken not to overload electrical circuits.

Should an emergency occur while the building is occupied, users should sound the alarm and alert everyone in the building. Everyone should be instructed to immediately evacuate the building in an orderly manner. Panic should be avoided. Police and fire authorities, and the Recreation Department should be notified as soon as possible. Those who are educated in the use fire extinguishers may attempt to contain small fires until firemen arrive. The designated meeting place during an emergency is the parking lot of the building.