

City of West Jordan

Facility Use Policy

A. MISSION STATEMENT AND APPLICABILITY

The City of West Jordan desires to develop and maintain quality parks, recreational facilities and other facilities to provide excellent recreational opportunities, inviting community gathering places, and aesthetically pleasing green spaces. Use of City parks, recreational facilities and other facilities is encouraged for a wide variety of individual and group activities and functions.

In order to maintain an enjoyable environment for all users and the surrounding community, this policy has been adopted to apply to all City facilities that are available for reservation. Compliance with City ordinances is required, and ordinances will govern if there is a conflict between the ordinances and this policy. As each use may differ, reservations or permits approved or issued pursuant to this policy may contain additional requirements unique to a particular use. This policy may be modified from time to time, and facility users will be required to comply with the most current requirements.

This policy applies to reserved and permitted uses of City parks, athletic fields, pavilions, concession stands, the City arena and City buildings available for reservation. Related information may be found in the City's ordinances and policies on encroachments, free expression activities and filming.

B. DEFINITIONS

As used in this Policy, the following words have the following meanings:

- A. "Applicant" means the person or entity that applies for a reservation or permit pursuant to this Policy. If the reservation or permit is approved or issued by the City, the Applicant shall be the Responsible Party, as defined below.
- B. "Approval Authority" means the Chief Administrative Officer or the designated City employee or department with authority to approve or deny an application per the terms of this Policy. To obtain permits for Special Events, as defined below, an Applicant may submit a Special Events Permit Application via hard copy to 7925 South 1300 West, West Jordan.
- C. "Arena" means the rodeo arena, practice arena, bleachers, box office, sky boxes and concession stands located in the City.
- D. "City" means the City of West Jordan.
- E. "City Building" or "City Buildings" means Pioneer Hall, the Justice Center, Council Chambers, Community Room, the Observatory, and Fire Station 53 and 54 Training Rooms. Restroom facilities and Concession Stands are not City Buildings for purposes of this Policy.
- F. "City Event" means an event that:
 - a. is planned, organized and controlled by: (a) City personnel; (b) City contractors; (c) elected City officials; or (d) City committee members or other volunteers; and
 - b. is funded pursuant to a budget adopted by the West Jordan City Council; and

- c. for purposes of liability, the City has either: (a) determined to fall within the purview of City insurance or other similar City coverage; or (b) required another entity (or entities) to agree by written contract to indemnify the City; and
 - d. is not a City Sponsored Event as defined below.
- G. “City Facility” or “City Facilities” means City Buildings, City Parks, and the Arena.
 - H. “City Parks” means those facilities identified as City Parks in City Code section 8-13-1 and their environs, including but not limited to athletic fields and courts, pavilions, picnic areas, concession stands, traveled ways, sidewalks, parking lots, restrooms, and tot lots.
 - I. “City Sponsored Event” means an event where the City’s involvement is limited to lending of the City’s name or financial or in-kind support.
 - J. “Concession Stand” means a permanent structure, owned by the City, where food and beverages may be sold or served.
 - K. “Department” means the Public Services Department of the City of West Jordan, with its offices located at 7925 South 1300 West, West Jordan, Utah 84088.
 - L. “Events Coordinator” means the City employee designated by the Mayor as the employee responsible for coordinating events in the City.
 - M. “Fee Schedule” means the City of West Jordan Consolidated Schedule of Fees and Service Charges, as adopted by resolution of the West Jordan City Council, and in effect at the time an application is submitted.
 - N. “Policy” means this City of West Jordan Facility Use Policy.
 - O. “Resident” means an individual with a permanent location within the City of West Jordan boundaries.
 - P. “Responsible Party” means an Applicant whose application is approved and who is issued a reservation or permit. A Responsible Party accepts all responsibility for loss and liabilities.
 - Q. “Seasonal rental” means rental of athletic field, athletic complex, or pavilion.
 - R. “Special Event” means any activity for which a City Facility is being reserved (or a permit is being issued), and which meets at least one of the following criteria:
 - a. The event requires a permit from the Salt Lake County Health Department;
 - b. the event is open to the public;
 - c. Additional city services determined by the City staff and listed in the fee schedule;
 - d. A fee will be charged for admission or participation.
 - S. “Temporary Snack Bar” means components that are not City-owned, such as a folding table and canopy, placed temporarily in a City-approved location on or within City Facilities for the purpose of selling food or beverages.
 - T. “Youth League” means a league where 100% of participants are youth. A “youth” is a person who, at the time of application, is: (1) under the age of eighteen; or (2) under the age of nineteen and currently enrolled in high school.

C. GENERAL INFORMATION & USE

- A. *Reservations.* All reservations must be made online. Subleasing any reservation is prohibited.

- a. *Athletic Fields are reservable only to Youth Organizations.*
- B. *Fees and Deposits.* Reservation fees are set forth in the fee schedule established by the city council.
 - a. *Deposits.* A deposit may be required to ensure that the Responsible Party: (1) complies with the reservation or permit; (2) pays for costs incurred to the City, and (3) keeps the City Facility clean, free of damage, and in a condition substantially the same as existed prior to occupancy of the City Facility. The deposit is not a limitation on the Responsible Party's financial responsibility.
 - b. *Retention of Deposit.* The City will retain the deposit, or portion thereof, and seek reimbursement from the Responsible Party for costs exceeding the amount retained if the City Facility is not left in the same or better condition as before the reserved or permitted occupancy with the exception of normal wear and tear. Costs incurred in excess of the deposit will be assessed based on the actual cost of securing and providing such services, whether such services are provided by the City or contractors hired for such purpose. If part or all of the Deposit is withheld, the City will provide the Responsible Party a written explanation within 45 days after the event.
 - c. *Return of Deposit.* The deposit, less any deductions, will be returned to the Responsible Party within 45 days after the last day the City Facility was reserved or permitted occupancy by the Responsible Party. Any dispute of the refund amount shall be finally determined by the Approval Authority and/or designee.
 - d. *Rental fees* are due according to the following timeline:
 - i. *Pavilion Rentals* – one (1) week in advance of rental date
 - ii. *Facility Rental*– two (2) weeks prior to their first reservation date, payment is required in full for the complete reservation series.
 - iii. *Athletic Field Use* – two (2) weeks prior to their first reservation date
 - iv. *Tournaments* - two (2) weeks prior to their first reservation date
 - v. *Special Events/Rodeo Arena*- six (6) weeks in advance
 - e. City residents will pay resident rates listed in the Fee Schedule, in addition to the required deposit. Athletic Leagues requesting to reserve Athletic Facilities may receive the resident rates if 75% or more of their registered members are a resident of the City of West Jordan.
 - f. No reservations may be made if there is an outstanding balance from prior reservations.
- C. *Traveled Ways.* Roadways adjacent to or within a City Facility may be reserved for limited use and will require the Responsible Party to obtain an encroachment permit from the City and pay applicable fees.
- D. *Sidewalks, Playgrounds and Restrooms.* Adjacent to, within, and near City Facilities are not available for reservation. These must remain open to the general public but may be used for their intended purposes by the Responsible Party.
- E. *Parking Lots.* Parking lots identified on the maps attached as Appendix A may be reservable in conjunction with select City Facility rentals. Unless otherwise expressly

specified in a reservation, parking lots may not be closed and may be used only for parking purposes incidental to the reservation.

F. *Prohibited Activities.*

- a. Any activities that may cause death or serious bodily injury or harm to the general public, such as archery shooting, airsoft, air rifles, paintball, or any other potentially harmful projectiles.
- b. No devices should be attached to any tree including but not limited to hammocks, slacklines, or any other device that may cause harm to trees.
- c. Except as otherwise permitted in the designated area in the Arena, no smoking is allowed at any City Facility.
- d. All other prohibited activities in city parks and recreational facilities as listed in city code.

G. *Inflatables.* Inflatable toys are not permitted in any City Facility.

H. *Grilling.*

- a. Approved grills are permitted in city parks, except cooking is prohibited under any pavilion or structure.
- b. Wood-burning open flame or portable fire pits are not permitted on City properties.
- c. Charcoal and LP gas barbeques are considered approved containers and can be used under the following conditions:
 - i. Grills need to be set up on a level flat surface.
 - ii. Grills must be attended to at all times.
 - iii. Hot coals must not be placed in City trash cans
 - iv. When using city or personal grills, all charcoal and cooking remnants must be removed from the site.
- d. When grilling you must have a minimum of one portable ABC fire extinguisher with a minimum of a 2:A -10:BC (5 lbs. ABC), within five feet (5') of any grill.
- e. Grilling is not allowed on concrete surfaces such as sidewalks or picnic pads.
- f. Digging of barbecue pits is prohibited in city parks and recreational facilities.

I. *City Events.* City Events are not subject to fees and deposits. City Events are not subject to this Facility Use Policy.

J. *Lost and found.* Items left at a facility following a reservation will be discarded after 2 weeks if not claimed.

K. *Dogs.* Dogs are prohibited in city parks and recreational facilities unless accompanied by a person. The dog must be licensed and leashed. It is unlawful for any person in control of such dog to fail to retrieve and properly dispose of fecal matter. Dogs are prohibited within athletic complexes and/or on athletic fields.

L. *Vehicles.* Except as otherwise permitted, vehicles are not allowed on the turf or sidewalks in City Parks for all reservations.

M. *Reservation Requests.* The Public Services Director and/or designee shall be the Approval Authority to approve or deny applications for use of reservable facilities.

a. *Consideration of Reservation Requests*

- i. *Denial.* A request for reservation or permit for a City Facility may be denied by the Approval Authority if it is determined that the reservation or permit:
 - 1. Takes place outside of the facility’s opening/closing dates/times.
 - 2. The requested facility is not a reservable space listed under Appendix A.
 - 3. Substantially interferes with other reserved or permitted activities, Special Events, or ongoing City operations.
 - 4. Violates public health or safety laws.
 - 5. Requires exclusive use of the City Facility in a manner that will adversely impact the reasonable use or access by the general public to unreserved City Facilities or their environs.
 - 6. Conflicts with another reservation, permit or Special Event, or the request is for an area already reserved by another party.
 - 7. Requires an excessive amount of public safety personnel or other essential public employees that, in the discretion of the Police Chief, Fire Chief, Risk Manager, or Emergency Manager, would remove or limit standard public services to the remaining portion of the City.
 - 8. Creates an expense to the city.
 - ii. *Special Events.* If a reservation request is for a Special Event, a Special Event Application must be submitted and reviewed, and a permit may be issued, according to the section of this Policy titled “Special Events.”
 - iii. *Conditions.* The Approval Authority may condition the permit or reservation as deemed appropriate in its sole discretion.
 - iv. *Nondiscrimination.* The City is committed to providing equal opportunity in its facilities use policy. The City does not discriminate against any applicant or user based on race, color, sex, sexual orientation, national origin, religion, age, disability, gender, gender identity, pregnancy, childbirth, marital status, military or veteran status, or any other condition protected by State or Federal Law.
 - v. *Confirmation.* A written confirmation of the reservation or written permit will be emailed to the Applicant. The application must specify the name and address of the Applicant and any other individual to whom copies of communications from the City will be sent. The Responsible Party or their adult designee must carry a copy of the written confirmation or permit throughout the entire time the City Facility is being used and must be presented to the City staff upon request.
- N. *Duty to Inspect Before Use.* The Responsible Party must inspect the reserved facility for safety before each use, report unsafe conditions, and not permit use if unsafe. Any unsafe conditions must be reported to the Department immediately, and the facility must not be used until further notice from the City.

- O. *Required Care of City Facilities During and After Use.* The Responsible Party shall ensure that the City Facilities used by them or their Organization are kept clean and free from trash, debris, and damage during the event and returned in a clean, safe, and undamaged condition. All chairs, equipment, and any property not belonging to the City must be removed. If the amount of trash exceeds the capacity of available trash cans, the Responsible Party must remove excess trash from the Facility or pay for the provision and removal of additional trash cans. An assessment will be made to the Responsible Party based on the actual cost of securing and providing such services, whether such services are provided by the City or contractors hired for such purpose. In addition, the City may charge an additional daily rental fee for each day, or portion thereof, during which the City Facility cannot be occupied by others while the clean-up and repairs are being performed.
- i. *P. Cancellations.* . Appendix A “Reservable Buildings”
 - 1. Reservation fees will be refunded via a one hundred percent (100%) refund for a cancellation that is received by the approval authority in writing at least fourteen (14) days before the reserved date and time.
 - ii. *Seasonal Rentals*
 - 1. Reservation fees will be refunded via a one hundred percent (100%) refund for a cancellation that is received by the approval authority in writing at least fourteen (14) days before the reserved date and time.
 - iii. *Special Events*
 - 1. Reservation fees will be refunded via a one hundred percent (100%) refund for a cancellation that is received by the approval authority in writing at least forty-five (45) days before the reserved date and time.
 - 2. Reservation fees will be refunded fifty percent (50%) for a cancellation that is received by the approval authority thirty (30) days before the reserved date and time.
 - 3. No refund will be given for a cancellation less than thirty (30) days prior to the reserved date and time.
 - iv. If the event or reservation is canceled by the city due to weather, staffing or budget limitations, or facility closures a full refund of one hundred percent (100%) will be given.
- P. *Reschedules.* Reservations may be rescheduled without charge at the Approval Authority’s discretion, depending on availability.
- Q. *Closures.* The Approval Authority will attempt to contact or provide contact information to persons with known reservations that are affected by the closure of a City Facility. Refer to the applicable facility for specific closure policies.
- R. *Keys, Locks, and Codes.*
- a. *Entry Prohibited Except by Reservation.* Issuance of a combination or key does not authorize the Responsible Party to occupy the City Facility at any time other than the time reserved for the Responsible Party’s use. The Responsible Party may not assign the reservation to any other person or entity. Any Responsible

Party who occupies the City Facility or allows others to occupy the City Facility at any time other than during the Responsible Party's scheduled reservation will have their reservations and permits cancelled/terminated for the remainder of the season. Future requests to reserve City Facilities may also be denied.

S. *Concession Stands/Temporary Snack Bars/Food Trucks.*

a. *Permanent Concession Stands*

- i. Foods and beverages may be sold by a Responsible Party at reserved Concession Stands in accordance with this Policy. The Concession Stands can only be used when a reservation specifically for them has been obtained.
- ii. Concession Stands may be available for reservation or may be subject to lease at the discretion of the approval authority. All Concession Stands are equipped with hot and cold running water and sinks. The only Concession Stand equipped with a full kitchen and fire extinguisher is the Arena Concession Stand.
- iii. Relation to Other City Facilities. The entity reserving the adjacent facility has priority to reserve the associated Concession Stand. In order to receive priority, the Concession Stand and adjacent athletic fields and or complex must be reserved concurrently. Concession Stand may be reserved for a single day or for the season.
- iv. Seasonal Reservation. Seasonal reservations for Concession Stands may be available at the discretion of the Approval Authority. Seasonal reservations will allow the responsible party to provide food and beverages immediately before, during, and after the use of the adjacent athletic fields. Food and beverage service items may be stored within the Concession Stands between uses, however, such storage will be at the Responsible Party's own risk. All items must be removed within two (2) days after the last reserved use of the season or upon notice provided by the City.
- v. Concession Stands may be reserved by requesting a Concession Stand Permit Application and submitting it to the Events Coordinator.

b. *Temporary Snack Bars.*

- i. Temporary Snack Bars may be placed temporarily in an approved location with the reservable facility for the purpose of selling foods or beverages.
- ii. Temporary Snack Bars must be located on hardscape areas identified by the Approval Authority and will only be allowed when expressly approved by the Approval Authority in conjunction with a reservation for use of a City Facility.
- iii. Temporary snack bars may be reserved by requesting a Concession Stand Permit Application and submitting it to the Events Coordinator.

- c. *Food Trucks.*
 - i. Food trucks are only allowed at reservable facilities for the purpose of selling food and beverage upon approval of the Approval Authority.
 - ii. Food trucks must be located on hardscape areas identified by the Approval Authority and will only be allowed when expressly approved by the Approval Authority in conjunction with a reservation for use of a City Facility.
 - iii. For private reservations, (non-special events), the Food Truck may only be utilized by those associated with the reservation. Sales to the general public is not permitted per Code.
 - iv. Requirements for Food Trucks
 - 1. A valid business license from the city where their commissary is currently located.
 - 2. Current inspection and tags from Salt Lake Valley Health Department.
 - 3. Current inspection and tags from a Utah fire department. This will be in the form of a yellow inspection sticker that is good for one year and has the current year visible. This sticker will need to be renewed annually.
- d. *Cleaning.* Concession Stand and Temporary Snack Bar reservations will be canceled if the facility and their environs are not cleaned and kept in good condition. Fees and deposits are non-refundable for canceled reservations due to improper cleaning.
- e. *Equipment.* Equipment, other than pre-existing features like sinks and grills, will not be permitted in or near the Concession Stands, unless approved by the Approval Authority.
- f. *Electricity.* The Responsible Party shall ensure that outside equipment brought in and used at a Concession Stand or Temporary Snack Bar has adequate and safe power. Any overloading or misuse of City power outlets is prohibited. The Responsible Party will be strictly liable for damage caused to the City's electrical system.
- g. *Faucets and Drains.* The Responsible Party will be strictly liable for obstruction or damage to City faucets or drains in Concession Stands.
- h. *Concession Rules.* All sales of food or beverages, and all employment terms and conditions of employees in the Concession Stands and Temporary Snack Bars shall conform with the applicable laws and regulations of the United States, State of Utah, Salt Lake Valley Health Department (SLVHD), and the City. Any person with a concession stand reservation shall be or shall make themselves familiar with such laws and ordinances and shall enforce such laws and ordinances.
 - i. Submit and Display Permits. SLVHD permits and business licenses must be visibly displayed at all times during which foods or beverages are being sold/served. Copies of required

SLVHD permits shall be submitted as part of the City reservation process.

- ii. Prohibited Foods and Beverages. The sale of foods or beverages prohibited by the City or SLVHD, is prohibited.
- iii. Lost, Stolen, Damaged Property. The City will not be responsible for any items left in or near the Concession Stands during, between or after use. Any items left two (2) days after the last reserved use or notice of required removal will be disposed of by the City. The Responsible Party will be charged the costs incurred by the City for removal of any items.

T. *Responsible Party's Use and Care of City Parks.*

- i. *Minor Maintenance to Athletic Fields.* The Responsible Party may perform the following minor maintenance services to athletic fields, provided that athletic fields are not thereby damaged and provided that the fields shall not be used if it is unsafe to do so:
 - a. Hand rake fields.
 - b. Fill holes with material approved by the City.
 - c. Hand water the fields for dust control.
 - d. Use approved materials, including "Diamond Dry" or sand to treat and dry wet areas of fields.
 - e. Field striping and chalking.
 - f. Setting of nets and bases.
- i. *Modifications to Athletic Fields.* Any changes to the athletic fields that a Responsible Party wishes to make must first be approved in writing by the Approval Authority including but not limited to re-sodding, bringing in large quantities of new dirt for fields or changing the shape of any field. If the Responsible Party desires to perform minor maintenance or approved modifications to athletic fields, the Responsible Party shall supply tools, liners, hoses, and any other equipment or supplies necessary. The Responsible Party is required to find storage facilities off City-owned property for its tools, supplies, and equipment.
- ii. *General Maintenance Provided.* The city only reserves the facility to the Responsible Party and provides basic maintenance to the grounds and facilities. Basic grounds maintenance includes mowing, irrigation, fertilization and weed control. The city will spike and drag baseball/softball diamonds once per day for reservation during operational hours as surface conditions permit. The city does not provide labor or materials for striping, chalking, or setting up of athletic fields for field reservations. All maintenance items are completed during business hours Monday-Friday. Basic maintenance is subject to budget, schedule, and current resources. The Responsible Party shall check the fields for safety before each use, report unsafe conditions, and not permit use on unsafe grounds. Notify the Parks Division if there are any unsafe conditions.

U. *Obligations of Responsible Party*

a. *Compliance with Laws.*

- i. *All Users.* It is the responsibility of all Users, whether by reservation, permit, or otherwise, to comply with all applicable Federal, State and Local laws, ordinances, rules, regulations and policies. If the use is by reservation or permit, the Responsible Party shall be responsible to immediately inform others and the City of any violations or suspected violations of the Users of the City Facilities.
 - ii. *Responsible Party.* The Responsible Party shall be familiar with applicable regulations and prohibitions of the City Code, the approved reservation or permit and this Policy.
- b. *Security.* The City does not place security officers at City Facilities and therefore provides no security protection for privately owned or rented equipment placed within the City Facilities, or on any City-owned property.
- c. *Liability and Insurance Requirements.* The City will assume no responsibility for loss or liability arising from the use of City Facilities. Responsibility for damage, loss, and all other liability will rest with the Responsible Party. At the City's request, the Responsible Party will provide the required insurance coverage.
- d. *Insurance and Indemnification. Purpose.* The City of West Jordan has the responsibility for taking reasonable precautions to protect the health and safety of the citizens and guests while visiting/using City Facilities. This responsibility includes reviewing Special Events to assure that they do not represent an unreasonable risk to participants, other members of the community, or City property. The City must assess any potential risks involved and under what conditions it is appropriate to hold the Special Event and implement appropriate measures to enhance the safety of people and the security of property.
- e. *Insurance.* Proof of insurance and coverage limits may be required for use of any City Facility.
- f. *Special Events.* Additional insurance requirements may be required for Special Events.
- g. *Duration of Coverage.* The Responsible Person shall procure and maintain for the duration of the reserved or permitted use, insurance against claims for injuries to persons or damages to property which may arise from or is in connection with the proposed use. The costs of such insurance shall be borne by the Responsible Person. The Responsible Person shall provide proof of insurance to the Approval Authority at least 10 days prior to the first day of the scheduled use unless otherwise allowed by the Approval Authority.
- h. *Minimum Scope and Limits of Insurance.* Coverage shall be at least as broad as:
- i. General personal injury and property damage liability insurance written on an occurrence basis, arising out of claims for bodily injury (including death), property damage, personal injury, advertising injury, damage to premises rented to you, limits of not less than 1,000,000 per occurrence and 2,000,000 aggregate with the City, its officers, agents, employees, and volunteers as an additional insured.

- ii. Workers Compensation Insurance will be in the amount required by Utah law (Part A) and \$1,000,000 in Employers Liability (Part B).
- iii. The insurance coverage shall be issued by insurers duly qualified to offer and bind coverage within the state of Utah, with an AM Best rating of A or better and a Financial Size Category of X or higher. The Responsible Person shall provide the City with copies of certificates (on the City certificate form) for all policies reflecting the coverage.
- i. *Deductible and Self-Insured Retention.* Any deductible or self-insured retention must be declared to and approved by the City. If possible, the insurer shall reduce or eliminate such deductibles or self-insured retention with respect to the City, its officers, officials, employees and volunteers; or the Responsible Person shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- j. *Responsible Person's Insurance Primary.* For any claims related to the use of the City Facility, the Responsible Person's insurance coverage shall be primary insurance with respect to the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Responsible Person's insurance and shall not contribute with it.
- k. *Indemnification*
 - i. The Responsible Person shall indemnify and hold harmless the City, its officers, agents, employees and volunteers from any and all claims arising out of the activities or omissions of the Responsible Person, its officers, agents, employees, and others, arising out of or related to the use of the City Facility, including but not limited to the following: 1) activities in or on a City Facility; 2) operation of concession stands, temporary snack bars or any other sale or service of food, beverages or other products, and 3) negligent acts of the City, but not including gross negligence or intentional misconduct.
 - 1. This indemnification requirement includes indemnification for claims for attorney's fees, court cost and litigation expenses, of whatever type and amount.
 - 2. The Responsible Person shall indemnify the City, its officers, agents, employees and volunteers, including paying for the costs of defense, from any and all claims involving worker's compensation and claims for injuries occurring upon or arising from the use or occupancy of the City Facility. The Responsible Person shall be solely and fully responsible for the payment of such claims.
 - 3. The Responsible Person shall indemnify the City, its officers, agents and employees from any and all administrative claims and proceedings (such as alleged OSHA violations and similar proceedings) brought against the City, its officers, agents,

employees or volunteers, including paying for the cost of defense, arising from or related to the Responsible Person's use or occupancy of any City Facility.

4. The Responsible Person shall be fully responsible for the training and equipping of its workers on the premises and for any failing in such training or equipment.

Governmental Immunity Act. The City is a governmental entity that is subject to the obligations and protections of the Utah Governmental Immunity Act. Nothing in this Policy is to be construed as a waiver of any provision(s) of that Act.

V. Alcohol Use.

- a. It is unlawful for any person to consume or possess any beer or alcoholic beverage at any city park or city facility except at an approved, permitted special event which is the subject of a single event permit. This alcohol use policy is not applicable to City Events or City Sponsored Events where such use has been approved in writing.

D. SPECIAL EVENTS

- A. *Policy.* Individuals and groups are welcome to use City Facilities for Special Events as such events further the City's community and economic development goals and enrich community quality of life. In order to support such events in a fair and consistent manner, maximize the safety of participants, minimize inconvenience to the general public, minimize the disruption of public services, protect and maintain the City's property, and provide for the recovery of a portion of the cost of City services necessary to support such events and exceeding the service levels generally enjoyed by City residents, Special Events will be permitted in accordance with this Policy. The provisions of Section C. General Information and Use shall apply to all Special Events. In the event of any conflict between Sections C and D, the provisions of Section D shall govern.
- B. *Special Event Permit Required, Approval Authority.* A Special Event permit is required for any activity defined as a Special Event in this Policy. A Special Event will only be permitted at an approved reservable City Facility. The person or entity desiring a permit must submit a complete application, including all insurance documents, fees, and deposits to the Approval Authority. The Approval Authority will have authority to approve or deny the application; provided that the Approval Authority may submit the request to the Chief Administrator Officer if deemed appropriate. If the application is approved, the Approval Authority will issue a permit and reserve the City Facility for the requested date and time.
- C. *Procedures for Obtaining a Special Event Permit.*
 - a. *Application.* A special event permit will only be issued to the Responsible Party upon the submittal of the application and all applicable supporting documents,

including a detailed site map, fees, and deposits, to the Approval Authority. The application may be requested and submitted by emailing the City's Events Division at Events@WestJordan.Utah.Gov.

- b. *Additional Application(s)*. If the Approval Authority determines that the requested use requires an additional application(s) or permit(s), the Approval Authority will notify the Applicant.
- c. *Time to Apply*. The application and accompanying documents and information must be submitted to the Approval Authority no less than six (6) weeks prior to the event. The Applicant will be notified of approval/denial within 30 days of the Approval Authority's receipt of the application. An application submitted less than six (6) weeks prior to the event will be considered a late application. A late application may be accepted if the Approval Authority determines that required and requested City services can be coordinated and provided. Additional fees may be assessed for late applications.
- d. *Fees, Deposits, and Insurance*.
 - i. As defined previously in this policy under the "General Use and Information" Section.

D. Vendors.

- a. The event organizer must submit copies of all applicable licenses for each vendor in conjunction with their special event permit application. The City may prohibit a vendor from participating due to previous infractions of federal, state or local laws, ordinances, rules or regulations, this Policy or other applicable policy.

E. Criteria for Permitting a Special Event in a City Facility.

- a. *Denial of Application*. As defined previously in this policy under the "General Use and Information" Section.
- b. *Priority of Special Event Permits*. The City has first priority for scheduling all city facilities. Organizations that hosted an approved Special Event within the current calendar year, will have priority to schedule a repeat reservation from the first business day in December, through the last business day of December of each calendar year. All other Special Event Permits will be issued on a first-come, first-paid, basis beginning the first business day in January of each calendar year.
- c. Only one special event per day, per facility shall be permitted.
- d. The City is committed to providing equal opportunity in its facilities use policy. The City does not discriminate against any applicant or user based on race, color, sex, sexual orientation, national origin, religion, age, disability, gender, gender identity, pregnancy, childbirth, marital status, military or veteran status, or any other condition protected by State or Federal Law.

F. Insurance for Special Events.

- ii. All Special Events will be required to provide proof of liability insurance (certificate of insurance) as required by the Events Coordinator prior to application approval. The City may be able to provide information to assist the Applicant in purchasing event specific liability insurance.

- iii. Request must be made to the Approval Authority for any Special Event for when one of the following is desired: (a) modification of the limits or scope of coverage; (b) modification of the insurance company rating; or (c) waiver of coverage requirements. The City may consider the following in determining the liability risks, coverage amounts, and required legal considerations:
 - 1. Event's history.
 - 2. The capacity of the organizer to execute the event as planned.
 - 3. Probable impact on City personnel, facilities and grounds.
 - 4. Probability that the number of attendees will exceed the expected number.
 - 5. The type and number of planned activities.
 - 6. The participation of vendors, sponsors and other supporters.
 - 7. Safety measures and plans.
 - 8. Security measures and plans:
 - 9. Number of participants and spectators.
 - 10. The Applicant's ability to self-insure.
 - 11. Any other reasonably applicable factors.
- iv. This analysis will include consultation with the Department, the City Attorney's office, the Events Coordinator, Fire Department, Police Department and other departments as deemed necessary.

F. Policies for General Use of a City Facility Under a Special Event Permit.

- a. At the discretion of the Approval Authority, the Applicant must provide or reimburse the City for the provision of:
 - i. Sufficient traffic control.
 - ii. Sufficient staff levels.
 - iii. Monitors for crowd control and safety.
 - iv. Monitors for amplified sound control.
 - v. Onsite certified electricians.
 - vi. Safety, health, and sanitation equipment, services, or facilities reasonably necessary to ensure public health and safety.
 - vii. Adequate off-site parking or shuttle service when required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event.
 - viii. An adequate first aid or emergency medical services plan; and
 - ix. Insurance.
- G. A Special Event may not modify the scope of the Special Event Permit, or the information provided in conjunction with permit issuance, without first notifying the Approval Authority and receiving approval in writing. Changes to a Special Event must be requested at least fourteen (14) days in advance to be considered.
- H. No Special Event may occur during a closure without a written exception contained within the Special Event permit.

- I. Set up and breakdown of structures and materials for Special Events must be included in the special event permit application requested timeframe. Set up of structures prior to the requested and approved Special Event Permit time, and removal of all structures and materials past the requested event time frame, is a breach of permit and will be charged for the additional reservation period.
- J. The placement of all temporary or quasi-permanent structures must be approved in advance. Vehicles are not permitted on the grass, sidewalks, athletic fields, pavilions, or anywhere within the City Parks, except in the parking lots, unless otherwise expressly stated in the permit. Express allowances for the time and location of set up and removal may be made by the Approval Authority and must be specifically addressed and authorized in writing in the Special Event Permit.
- K. The Responsible Person is responsible for all required security and emergency personnel, as well as obtaining and placing any barricades required by the Special Event Permit. The City reserves the right of first refusal for all staffing, including public safety personnel. At the Responsible Person's cost, the Responsible Person must first request City staff to provide the requested staffing before contacting other providers. This shall in no way be construed to obligate city staff to provide requested services.
- L. The Responsible Person must provide, and service portable toilets and additional trash receptacles as required by the City or Salt Lake County Health Department. Placement of all sanitary facilities must be approved in the Special Event Permit.
- M. If requested to do so, the Responsible Person must provide temporary flooring for booths or tents.
- N. In coordination with the Approval Authority, the Responsible Person will identify a designated free speech area within reasonable proximity to the event.
- O. The Responsible Person will meet with the Approval Authority and others deemed necessary by the Approval Authority, no less than 14 days in advance of the event to discuss final preparations for the Special Event, compliance with this Policy, and to obtain necessary approvals.
- P. The Responsible Person must provide the on-site presence of one or more authorized representatives for coordination and management purposes during the setup of the Special Event, the Special Event, and the take down. These representatives must be available to the Approval Authority by some form of communication at all times during the Special Event.
- Q. In addition to the provisions of this Policy, all Special Events are subject to all other laws, ordinances, rules and regulations of the City, including but not limited to the City's Zoning Ordinance, rules and regulations of the State and Nation.
- R. Use of the City Facility must not place the City, participants, or spectators at an unacceptable level of risk or harm, damage, or injury as determined by the City.
- S. The Responsible Person shall conduct its events and activities in compliance with the City Code, including but not limited to the Noise Control Ordinance and other regulatory ordinances and shall ensure that no violations of any City

ordinances occur. The Responsible Person shall at all times comply with the laws and the regulations of the United States, the State of Utah, Salt Lake County (where applicable), and the City.

T. *City Services for Special Events.*

- a. The Responsible Person will be required to reimburse the City for Additional City Services.
- b. For a Special Event the Approval Authority will determine the number of Additional City Services that will be required, based on number of attendees, equipment, vendors, etc.
- c. Traffic management may be provided by the City, at the Responsible Person's expense, if deemed necessary by the Approval Authority as coordinated with the City's Police Department.
- d. City personnel may be available on-call for Special Event services. The Responsible Person is responsible for the cost of any personnel called out.

E. VETERANS MEMORIAL PARK

A. *Operational Hours.*

- a. Park: 6:00 am – 11:00 pm
- b. Pavilion: 9:00 am – 8:30 pm
- c. Athletic Fields: 8:00 am - Sunset

B. *Pavilion Reservations.*

- a. Pavilion reservation scheduling period begins on January 1st of each year and is open for the current year reservation period.
- b. Pavilions are available for reservation from April 1st through June 15th and July 25th through the second Saturday in October.
- c. The Responsible Party shall be responsible for cleaning the pavilion between 9 a.m. and the time of arrival.
- d. Pavilion accommodations and amenities are listed for each reservable pavilion on the City of West Jordan's website.
- e. Pavilions are first come, first served basis if not already reserved.
- f. Areas within 200 feet of a pavilion are not available for rental if the pavilion has a reservation during that time by a different party.

C. *Athletic Fields.*

- a. Any Responsible Person playing or allowing play on athletic fields which have been closed will have his/her permit and reservations cancelled/terminated for the day and for the remainder of the season; the Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
- b. *Equipment.* Equipment is not included in the fees and must be provided by the Applicant.
- c. No seeds or shelled nuts are allowed within the athletic complex.
- d. *Practices.* Other than game reservations, fields are first come, first served. Fields are not reserved for practices.

- e. *Intended Use.* Baseball and softball fields are only reservable for their intended use.
- f. *Tournament and League Reservation and Scheduling Process.*
 - i. Field space will be allocated based on the priority of the organizations historical use and the percentage of resident youth participants. Prior years rosters may be requested for priority status.
 - ii. Field availability begins April 1st through June 15th and continues from July 25th through the second Saturday of October.
 - iii. Baseball/Softball Tournaments
 - 1. League play has priority over tournament play. Tournament play will only be approved based on availability. If the request will displace league organizations historical use and/or resident priority it will not be approved. League end-of-the-year-tournaments are allowed within historical use and priority.
 - 2. *Time to Apply.* The request period for tournament dates will begin the first business day in October for the next calendar year. Requests must be received by 5:00 P.M. by the last business day of November. Request dates must be submitted by email to the Approval Authority and/or designee. Notification of the approval or denial of the requested dates will be sent out by the last business day of December. Priority will be given to the tournament with the longest-standing historical use. Late requests will be reviewed after the requests that were received during the designated request period. The late requests may be approved upon availability and if approved by the Approval Authority.
 - iv. Baseball/Softball League Play
 - 1. Time to Apply.
 - a. League season scheduling request will begin after the first Thursday of February and end on the last business day in February.
 - b. League season scheduling request will be finalized by the third Friday in March.
 - v. Multi Use Field
 - 1. The multi-use field is only available for reservation by the Gene Fullmer Recreation Center.
 - vi. Field Service Day and Tryouts
 - 1. Field Service Day's may be approved by the Approval Authority and/or designee based on the conditions of the request.
 - 2. Tryouts may be approved by the Approval Authority and/or designee based on the conditions of the request and upon availability.

F. CONSTITUTION PARK

A. Operational Hours.

- a. Park: 6:00 am – 10:00 pm
 - b. Pavilion: 9:00 am – 8:30 pm
 - c. Athletic Fields: 8:00 am - Sunset
- B. *Pavilion Reservations.*
- a. Pavilion reservation scheduling period begins on January 1st of each year and is open for the current year reservation period.
 - b. Pavilions are available for reservation from April 1st through the second Saturday in October.
 - c. The Responsible Party shall be responsible for cleaning the pavilion between 9 a.m. and the time of arrival.
 - d. Pavilion accommodations and amenities are listed for each reservable pavilion on the City of West Jordan’s website.
 - e. Pavilions are first come, first served basis if not already reserved.
 - f. Areas within 200 feet of a pavilion are not available for rental if the pavilion has a reservation during that time by a different party.
- C. *Athletic Fields.*
- a. Any Responsible Person playing or allowing play on athletic fields which have been closed will have his/her permit and reservations cancelled/terminated for the day and for the remainder of the season; the Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
 - b. *Equipment.* Equipment is not included in the fees and must be provided by the Applicant.
 - c. *Extended League Play.* League play may extend beyond the open season, provided that dates and times are: (a) requested, (b) specifically included in the reservation or permit, and (c) approved by the Approval Authority. Extended league play shall only be available at Constitution Park fields. Any league or other entity that requests and is approved for extended league play shall provide portable toilets at their own expense.
- D. *Baseball/Softball Fields*
- a. Baseball/softball fields are available on a first come first served basis unless there is already a reservation.
 - b. Baseball/softball fields become available beginning April 1st through July 14th.
 - c. Baseball/softball fields are only available for their intended use.
 - d. Baseball/softball fields are only reservable for practices due to the limited maintenance at these fields.
- E. *Football Fields*
- a. Field availability begins July 15th and ends the second Saturday of October. Field availability during this period is only available to the Ute Conference Football League.
 - b. Fields are available on a first come first served basis unless there is already a reservation.

G. RON WOOD BASEBALL COMPLEX

A. Operational Hours.

- a. Park: 6:00 am – 10:00 pm
 - b. Athletic Fields: 8:00 am – 10:00 pm
- B. *Pavilions.*
- a. The pavilions at Ron Wood Park are not reservable, but may be used on a first come, first served basis.
- C. *Splash Pad*
- a. *Splash Pad open season and hours of operation.* Opens the Friday before Memorial Day and closes the day after Labor Day. Operates Monday-Sunday from 10:00 a.m. through 8:00 p.m. The Approval Authority or designee may close the splash pad for maintenance, mechanical failures, vandalism, or without cause at any time without notice.
 - b. No dogs are allowed within the splash pad area.
 - c. No glass containers are allowed within the splash pad area.
 - d. No food is allowed within the splash pad area.
 - e. No bikes, skateboards, scooters, roller skates, motorized vehicles or like items are allowed within the splash pad area.
 - f. All safety and health requirements shall be observed.
- D. *Athletic Fields.*
- a. Any Responsible Person playing or allowing play on athletic fields which have been closed will have his/her permit and reservations cancelled/terminated for the day and for the remainder of the season; the Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
 - b. Equipment is not included in the fees and must be provided by the Applicant.
 - c. No seeds or shelled nuts are allowed within the athletic complex.
 - d. *Intended use.* Baseball/softball fields are only reservable for their intended use.
 - e. *Practices.* Practices are not allowed at the Ron Wood Baseball Complex. This City Facility may only be used for league and tournament play by reservation.
 - f. *Tournament and League Reservation and Scheduling Process.*
 - i. Field space will be allocated based on the priority of the organizations historical use and the percentage of resident youth participants. Prior years rosters may be requested for priority status.
 - ii. Fields availability beginning April 1st through the second Saturday of October.
 - iii. *Baseball/Softball Tournaments*
 - 1. League play has priority over tournament play. Tournament play will only be approved based on availability. If the request will displace league organizations historical use and resident priority it will not be approved. League end-of-the year tournaments are allowed within historical use.
 - 2. *Time to Apply.* The request period for tournament dates will begin the first business day in October for the next calendar year. Requests must be received by 5:00 P.M. by the last business day of November. Request dates must be submitted by email to the Approval Authority and/or designee. Notification of the approval or denial of the requested dates will be sent out by the last business day of December. Priority will be given to the tournament with the

longest-standing historical use. Late requests will be reviewed after the requests that were received during the designated request period. The late requests may be approved upon availability and if approved by the Approval Authority.

- iv. Baseball/Softball League Play
 - 1. Time to Apply
 - a. League season scheduling request will begin after the first Thursday of February and end on the last business day in February.
 - b. League season scheduling request will be finalized by the third Friday in March.
- v. Field Service Day and Tryouts
 - 1. Field Service Day's may be approved by the Approval Authority or designee based on the conditions of the request.
 - 2. Tryouts may be approved by the Approval Authority or designee based on the conditions of the request and upon availability.

H. WEST JORDAN YOUTH SOCCER COMPLEX

A. Operational Hours.

- a. Park: 6:00 am – 10:00 pm
- b. Athletic Fields: 8:00 am – 8:30 pm

B. Athletic Fields.

- a. Field closures will be at the discretion of the Approval Authority or designee.
- b. Any Responsible Person playing or allowing play on athletic fields which have been closed will have his/her permit and reservations cancelled/terminated for the day and for the remainder of the season; the Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
- c. *Equipment.* Equipment is not included in the fees and must be provided by the Applicant.
- d. *Practices.* Practices are not allowed at the West Jordan Youth Soccer Complex. This City Facility may only be used for league and tournament play by reservation.
- e. *Tournament and League, Reservation and Scheduling Process.*
 - i. *Tournaments*
 - 1. Tournament season begins the Monday following the first Saturday in June and ends on the second Saturday in August. No other use other than tournaments are allowed during tournament season.
 - 2. There is a mandatory one-week moratorium between all tournaments.
 - 3. *Time to Apply.* The request period for tournament dates will begin the first business day in October for the next calendar year. Requests must be received by 5:00 P.M. by the last business day of November. Request dates must be submitted by email to the

Approval Authority and/or designee. Notification of the approval or denial of the requested dates will be sent out by the last business day of December. Priority will be given to the tournament with the longest-standing historical use. Late requests will be reviewed after the requests that were received during the designated request period. The late requests may be approved upon availability and if approved by the Approval Authority.

ii. League Play

1. Spring league season begins April 1st and ends the first Saturday of June.
2. Fall league season begins the Monday after the second Saturday of August and ends the second Saturday of October.
3. Tournaments are not allowed during the Spring or Fall league seasons.
4. Field space will be allocated based on the priority of the organizations historical use and the percentage of resident youth participants. Prior years rosters may be requested for priority status.
5. Tryouts or Training Camps are not allowed if the request would displace priority scheduled field space. Tryouts or Training Camps can only be scheduled after priority scheduling has taken place, based on availability.
6. Time to Apply
 - a. Spring league season scheduling request will begin after the first Thursday of February and end on the last business day in February.
 - b. Spring league season scheduling request will be finalized by the third Friday in March.
 - c. Fall league season scheduling request will begin after the second Monday of July and end on the third Friday of July.
 - d. Fall league season scheduling request will be finalized by the first Friday in August.

I. PIONEER HALL

A. Reservations

- a. Operational Hours – Monday – Sunday
 - i. Morning: 8:00 am – 2:00 pm
 - ii. Evening: 3:30 pm – 10:00 pm
 - iii. Full day: 8:00 am – 2:00 pm
- b. Reservations for Pioneer Hall may not be available on City holidays.
- c. Time to Apply
 - i. Reservations can be made 365 days in advance.

- ii. Reservations must be made at least 14 days in advance of the requested date.
 - d. The Responsible Person will be allowed to use the City Building only during the hours specified in the reservation or permit. Setup and cleanup time must be accommodated within your reservation time. The Responsible Person cannot come before the reserved time or stay after the reserved time to accomplish these tasks.
- B. Use of Pioneer Hall may be subject to additional fees, deposits, and insurance requirements.
- C. *Keys, Locks, and Codes.*
 - a. After the reservation has been made and all supporting documentation has been turned into the Approval Authority, the responsible party will be issued a code to enter Pioneer Hall for their reserved date and time.
 - b. *Entry Prohibited Except by Reservation.* Issuance of a combination or key does not authorize the Responsible Party to occupy the City Facility at any time other than the time reserved for the Responsible Party's use. The Responsible Party may not assign the reservation to any other person or entity. Any Responsible Party who occupies the City Facility or allows others to occupy the City Facility at any time other than during the Responsible Party's scheduled reservation will have their reservations and permits cancelled/terminated for the remainder of the season. Future requests to reserve City Facilities may also be denied.
- D. *Equipment.* The Responsible Party is responsible for the setup and teardown of all equipment. The City may provide the following equipment:
 - a. 100 folding chairs
 - b. 10 8-foot rectangle tables
 - c. 8 60-inch round tables
 - d. Full warming kitchen
 - e. Stage
 - f. Piano
- E. *Kitchen.* Food preparation is not allowed in our kitchen. The kitchen is provided for warming/serving purposes only.
- F. *Decorations.* Temporary decorations are allowed. Items used for your event that may damage the integrity of the building such as nails, screws, tacks, etc. are not allowed.
- G. Alcohol is not allowed in this facility except for City Events and City Sponsored Events.
- H. Items cannot be stored before or following your event. All items must be brought in for the reservation and removed after the reservation.
- I. *Prohibited Activities.*
 - a. *Commercial Activities.* No commercial activity can occur, including the buying, selling, trading, or bargaining for any item with legal value.
- J. *Payment:* Payment is always due at the time of reservation. NO exceptions.

J. WEST JORDAN ARENA

- A. *Operational Hours – Monday – Sunday.*
 - a. Arena reservation season is May 1st through the second Saturday of October.
 - b. Access Hours: 6:00 am – 11:00 pm
 - c. Event Hours: 8:00 am – 10:00 pm
- B. *Reservations.*
 - a. Reservations for the arena may not be available on City holidays.
 - b. Arena may be reserved for recreational use (riding clubs) or for Special Events.
 - c. Special Event reservations are a minimum of three (3) days. Unless additional days are requested and approved, the Responsible Party will have access to the arena for one setup day, one event day, and one cleanup day.
 - d. All arena gates must be closed and locked before the Responsible Person leaves the facility.
- C. *Concession Stands.* Foods and beverages may be sold by a Responsible Party at reserved Concession Stands in accordance with this Policy. The Concession Stand can only be used when a reservation has been obtained.
 - a. Concession Stands. The Concession Stand is equipped with a full kitchen, including fire extinguisher and hot and cold running water
 - b. Temporary Snack Bars/Food Trucks. Temporary Snack Bars/Food Trucks may be placed temporarily in an approved location within the reservable facility for the purpose of selling foods or beverages. Temporary Snack Bars/Food Trucks will only be allowed when expressly approved by the Approval Authority in conjunction with a reservation for use of a City Facility.
- D. *Alcohol Use.* Alcohol sales are permitted at the West Jordan Arena, provided the user supplies the City with an approved alcohol permit from the Utah State Department of Alcohol and Beverage Services (DABS).
- E. Use of the arena may be subject to additional fees, deposits, and insurance requirements.
- F. Glass items are not allowed in the arena, including but not limited to glass bottles.
- G. *Equipment.* Equipment is not included in the fees and must be provided by the Applicant.

Folding chairs for lower reserved seating are not included and must be provided by the Responsible Party at the Responsible Party's own expense.

2.

K. COMMUNITY ROOM

A. Operational Hours – Monday – Sunday.

- a. Weekdays: 8:00 am – 5:00 pm
- b. Weekdays: 5:00 pm – 10:00 pm
- c. Saturday & Sunday: 8:00 am – 10:00 pm
 - i. Reservations for the Community Room may not be available on City holidays.
 - ii. Holidays will be considered a Saturday and Sunday block.

B. Reservations.

- a. All city events and meeting will take priority, regardless of current schedule.
- b. If your reservation is revoked because of city priority, you will be issued a full refund.
- c. All reservations will be scheduled on a first come, first paid, first served basis.
- d. If a requested reservation is for more than a two-week period, a special permit or contract with the city will be required.
- e. The Responsible Person will be allowed to use the City Building only during the hours specified in the reservation or permit. Setup and cleanup time must be accommodated within your reservation time. The Responsible Person cannot come before the reserved time or stay after the reserved time to accomplish these tasks.

C. The Community Room may not be available or may be subject to additional fees and deposits for after-hours use.

D. No animals are allowed inside the building except for qualified and distinguishable service animals.

E. Volume, capacity, or noise cannot be disruptive to the function of the building.

F. Items cannot be stored before or following your event. All items must be brought in for the reservation and removed after the reservation.

G. Prohibited Activities.

- a. Alcohol. Alcohol is not allowed at this facility.
- b. Commercial Activities. No commercial activity can occur, including the buying, selling, trading, or bargaining for any item with legal value.

H. *Payment:* Payment is always due at the time of reservation. NO exceptions.

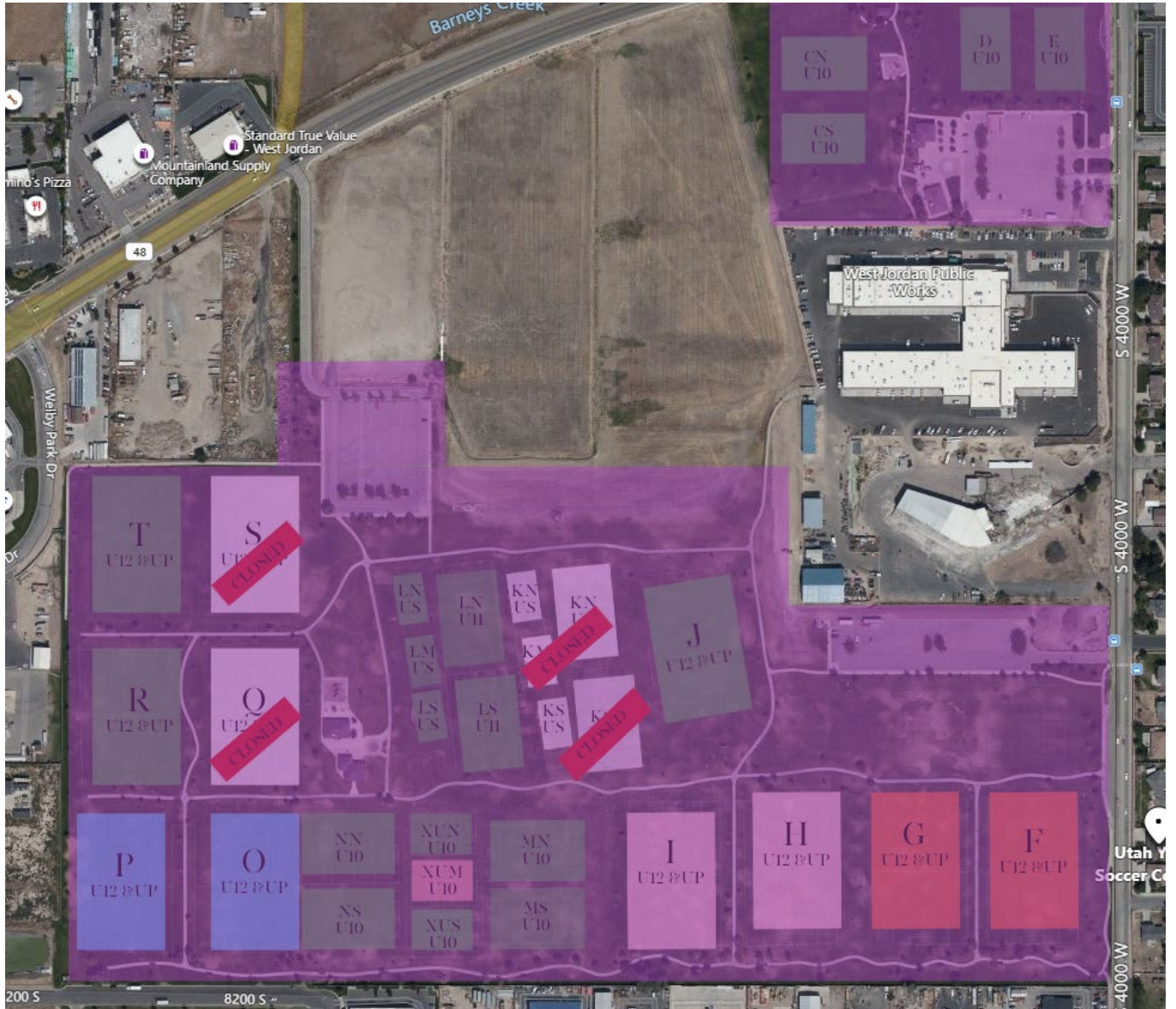
APPENDIX A
RESERVABLE FACILITIES INVENTORY

- Buildings –
 - Pioneer Hall
 - City Hall – to include the Community Room, and south portion of the City Council Chambers, observatory.
 - West Jordan Arena
- Pavilions -
 - Constitution North Pavilion
 - Constitution South Pavilion
 - Veterans Memorial Park Large Pavilion
 - Veterans Memorial Park Small Pavilion
- Recreation Fields -
 - Ron Wood Baseball Complex
 - Veterans Memorial Park Baseball/Softball Complex
 - Veterans Memorial Park Multi-use Field
 - Constitution Park Baseball/Softball Fields
 - Constitution Park Football Fields
 - West Jordan Youth Soccer Complex
- Special Events -
 - Veterans Memorial Park
 - West Jordan Arena

WEST JORDAN ARENA RESERVATION AREA



WEST JORDAN YOUTH SOCCER COMPLEX RESERVATION AREA



SPECIAL EVENT – VETERANS MEMORIAL PARK RESERVATION AREA

