

City of West Jordan

Facility Use Policy

I. MISSION STATEMENT AND APPLICABILITY

The City of West Jordan (“City”) 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. City ordinances will govern if there is a conflict between the ordinances and this policy. As uses may differ, reservations or permits approved or issued pursuant to this policy may contain additional requirements unique to the 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 all uses of City parks, athletic fields, pavilions, concession stands, arenas, and buildings available for reservation. Related information may be found in the City’s ordinances and policies on encroachments, free expression activities, and filming.

II. 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. To obtain permits for Special Events, as defined below, an Applicant may submit a physical Special Events Permit Application to the City at 7925 South 1300 West, West Jordan, Utah 84088.
- C. “Arena” includes 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” includes 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:
 1. is planned, organized, and controlled by: (a) City personnel; (b) City contractors; (c) elected City officials; or (d) City committee members or other volunteers;
 2. is funded pursuant to a budget adopted by the West Jordan City Council;

3. 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
 4. is not a City Sponsored Event as defined below.
- G. “City Facility” or “City Facilities” includes City Buildings, City Parks, and the Arenas.
- H. “City Parks” means those facilities identified as City Parks in West Jordan Code § 8-13-1 and facility 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” includes events 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, 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. “Consolidated 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’s Facility Use Policy.
- O. “Resident” means an individual with a permanent location within City 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) which meets at least one of the following criteria:
1. The event requires a permit from the Salt Lake County Health Department;
 2. The event is open to the public;
 3. Additional services required by the City in its sole discretion. The cost of City provided services are listed in the consolidated fee schedule; or
 4. A fee will be charged for admission or participation.
- S. “Temporary Snack Bar” means equipment that are not City-owned, such as a folding table and canopy that are placed temporarily in a City-approved location 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.

III. GENERAL INFORMATION & USE

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

1. *Athletic Fields are reservable based on the following priority schedule.*
 1. Not-for-profit organizations with the longest-standing historical use with the highest percentage of resident youth participants.
 2. Not-for-profit organizations with the highest percentage of resident youth participants.
 3. For-profit organizations with longest-standing historical use with the highest percentage of resident youth participants.
 4. For-profit organizations with the highest percentage of resident youth participants.
 5. Not-for-profit non-resident youth organizations.
 6. For-profit non-resident youth organizations.
 7. Not-for-profit resident adult organizations. (Excluding the West Jordan Youth Soccer Complex)
 8. For-profit resident adult organizations. (Excluding the West Jordan Youth Soccer Complex)
 9. Not-for-profit non-resident adult organizations. (Excluding the West Jordan Youth Soccer Complex)
 10. For-profit non-resident adult organizations. (Excluding the West Jordan Youth Soccer Complex)

B. *Fees and Deposits.* Reservation fees are set forth in the City Council adopted consolidated fee schedule.

1. *Deposits.* A deposit may be required to ensure that the Responsible Party: (1) complies with the reservation or permit; (2) pays City incurred costs; 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.
2. *Retention of Deposit.* The City will retain the deposit, or portion thereof, and seek reimbursement from the Responsible Party for costs exceeding the deposit if the City Facility is not left in the same or better condition as before the reserved or permitted occupancy, normal wear and tear excepted. Excess costs 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 the Deposit is withheld in whole or in part, the City will provide the Responsible Party a written explanation within forty-five (45) days after the event.
3. *Return of Deposit.* The deposit, less any deductions, will be returned to the Responsible Party within forty-five (45) days after the last day the Responsible Party reserved or was permitted occupancy of the City Facility. Any dispute of the refund amount shall be finally determined by the Approval Authority and/or its designee.
4. *Rental fees* are due according to the following timeline:
 1. *Pavilion Rentals* – one (1) week in advance of the rental date;

2. *Facility Rental*– in full two (2) weeks prior to the first reservation date for the complete reservation series;
 3. *Athletic Field Use* – two (2) weeks prior to the first reservation date;
 4. *Tournaments* - two (2) weeks prior to the first reservation date;
 5. *Special Events/Rodeo Arena*- six (6) weeks in advance
5. 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 seventy-five percent (75%) or more of their registered members are residents of the City.
 6. No reservations may be made if there is an outstanding balance from prior reservations.
- C. *Traveled Ways*. The Responsible Party may reserve roadways adjacent to or within a City Facility 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*. Sidewalks, playgrounds, and restrooms adjacent to, within, and near City Facilities are not available for reservation. Such facilities must remain open to the general public but the Responsible Party may utilize the facilities for their intended purpose.
- 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 the reservation, parking lots may not be closed and used only for parking incidental to the reservation.
- F. *Prohibited Activities*:
1. Any activities that may cause death or serious bodily injury or harm to the general public, such as archery or use of airsoft guns, air rifles, paintball guns, or any other potentially harmful projectiles.
 2. No devices may be attached to any tree including but not limited to hammocks, slacklines, or any other device that may cause harm to trees.
 3. Except as otherwise permitted in the designated area in the Arena, smoking is not allowed in any City Facility.
 4. No staking any item into the ground; water or sand weights must be used to secure items.
 5. All other prohibited activities in city parks and recreational facilities identified in City code.
- G. *Inflatables*. Inflatable toys are not permitted in any City Facility.
- H. *Grilling*.
1. Approved grills are permitted in city parks, but may not be used under any pavilion or structure.
 2. Wood-burning open flame or portable fire pits are not permitted on City properties.
 3. City or personal charcoal and LP gas barbeques and grills are considered approved containers and can be used under the following conditions:
 1. Grills need to be set up on a level flat surface;

2. Grills must be attended to at all times;
 3. Hot coals cannot be placed in City trash cans; and
 4. All charcoal and cooking remnants must be removed from the site.
4. Grills must be within five feet (5') of at least one (1) portable ABC fire extinguisher with a minimum of a 2:A -10:BC (5 lbs. ABC at all times.
 5. Grilling is not allowed on concrete surfaces such as sidewalks or picnic pads.
 6. Digging of barbecue pits is prohibited in City Parks and Facilities.
- I. *City Events*. City Events are not subject to fees, deposits, or this Facility Use Policy.
- J. *Lost and found*. Items left at a Facility following a reservation will be discarded after two (2) weeks if not claimed.
- K. *Dogs*. Dogs are prohibited in City Parks and 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 specifically permitted, vehicles are not allowed on the turf or sidewalks in City Parks.
- M. *Reservation Requests*. The Public Services Director or its designee shall be the Approval Authority to approve or deny applications for use of reservable facilities.
1. *Consideration of Reservation Requests*.
 1. *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 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 general public's reasonable use or access to 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; or
 - (8) Causes the City to incur expense.
 2. *Special Events*. If a reservation request is for a Special Event, a Special Event Application must be submitted and reviewed by the City. Permits may be issued according to the section of this Policy titled "Special Events."

3. *Conditions.* The Approval Authority may condition the permit or reservation as deemed appropriate in its sole discretion.
 4. *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.
 5. *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 at all times while 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 there shall be no facility use 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 are kept clean and free from trash, debris, and damage during the event and returned in a clean, safe, and undamaged condition. The Responsible Party must remove all chairs, equipment, and other property not belonging to the City. 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. The City may assess the actual cost of securing and providing such services, whether such services are provided by the City or contractors hired for such purpose, to the Responsible Party. 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.
- P. *Cancellations.*
1. Appendix A “Reservable Buildings”
 - (1) Reservation fees will be refunded in full if a cancellation is received by the Approval Authority in writing at least fourteen (14) days before the reserved date and time.
 2. Seasonal Rentals
 - (1) Reservation fees will be refunded in full if a cancellation is received by the Approval Authority in writing at least fourteen (14) days before the reserved date and time.
 3. Special Events

- (1) Reservation fees will be refunded in full if a cancellation is received by the Approval Authority in writing at least forty-five (45) days before the reserved date and time.
- (2) Cancellations received by the Approval Authority thirty (30) days before the reserved date and time will result in a fifty percent (50%) refund of reservation fees.
- (3) No refund will be given for a cancellation less than thirty (30) days prior to the reserved date and time.
4. If the event or reservation is canceled by the City due to weather, staffing or budget limitations, or facility closures, reservation fees will be refunded in full.

Q. *Reschedules.* Reservations may be rescheduled without charge at the Approval Authority's discretion, depending on availability.

R. *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.

S. *Keys, Locks, and Codes.*

1. *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.

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

1. *Permanent Concession Stands.*

1. The Responsible Party may sell foods and beverages at reserved Concession Stands in accordance with this Policy. The Concession Stands can only be used when specifically reserved.
2. 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.
3. 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.
4. 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 the City's notice.

5. Concession Stands may be reserved by requesting a Concession Stand Permit Application and submitting it to the Events Coordinator.

2. *Temporary Snack Bars.*

1. Temporary Snack Bars may be placed temporarily in an approved location with the reservable facility for the purpose of selling foods or beverages.
2. 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 of a City Facility.
3. Temporary snack bars may be reserved by submitting a Concession Stand Permit Application to the Events Coordinator.

3. *Food Trucks.*

1. Food trucks are only allowed at reservable facilities for the purpose of selling food and beverage upon approval of the Approval Authority.
2. 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 of a City Facility.
3. For private reservations (non-special events), the Food Truck may only be utilized by individuals and entities associated with the reservation. Sales to the general public is prohibited.
4. 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 evidenced by a yellow inspection sticker with the current year visible.

4. *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.

5. *Equipment.* Outside grilling, cooking, or cleaning equipment will not be permitted in or near the Concession Stands unless approved by the Approval Authority.
6. *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.
7. *Faucets and Drains.* The Responsible Party will be strictly liable for obstruction or damage to City faucets or drains in Concession Stands.
8. *Concession Rules.* All sales of food or beverages and employment 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.
 1. *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.
 2. *Prohibited Foods and Beverages.* The sale of foods or beverages prohibited by the City or SLVHD, is prohibited.
 3. *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.
9. *Responsible Party's Use and Care of City Parks; Minor Maintenance to Athletic Fields.* The Responsible Party may perform the following minor maintenance services to athletic fields, provided that the maintenance services are safe and do not damage the athletic fields:
 1. Hand rake fields;
 2. Fill holes with material approved by the City;
 3. Hand water the fields for dust control;
 4. Use approved materials, including "Diamond Dry" or sand to treat and dry wet areas of fields;
 5. Field striping and chalking; and
10. *Setting of nets and bases.*
 1. *Modifications to Athletic Fields.* Any changes to the athletic fields, including, but not limited to, re-sodding, bringing in large quantities of new dirt for fields, or changing the shape of any field must first be approved in writing by the Approval Authority. If the Responsible Party

desires to perform minor maintenance or approved modifications to athletic fields, the Responsible Party shall supply all necessary tools, liners, hoses, equipment, or supplies. The Responsible Party is required to find storage facilities, off City-owned property, for its tools, supplies, and equipment.

2. *General Maintenance Provided.* The City only 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 reservations 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 to the City Parks Division, and not permit use on unsafe grounds.

U. *Obligations of Responsible Party*

1. *Compliance with Laws.*

1. *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 by users of City Facilities.
2. *Responsible Party.* In addition to other applicable laws and regulations, the Responsible Party shall be familiar with applicable regulations and prohibitions of the City Code, the approved reservation or permit, and this Policy.
2. *Security.* The City does not provide security protection for privately owned or rented equipment placed within the City Facilities, or on any City-owned property.
3. *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 appropriate insurance coverage as determined by the City in its sole discretion.
4. *Insurance and Indemnification. Purpose.* The City has the responsibility for taking reasonable precautions to protect the health and safety of the citizens and guests visiting/using City Facilities including 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 may assess any potential risks involved with the Special Event and implement appropriate measures to enhance the safety of people and the security of property.

5. *Insurance.* Proof of insurance and coverage limits may be required for use of any City Facility.
6. *Special Events.* Additional insurance requirements may be required for Special Events.
7. *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 ten (10) days prior to the first day of the scheduled use unless otherwise allowed by the Approval Authority.
8. *Minimum Scope and Limits of Insurance.* 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. Coverage shall be at least as broad as follows:
 1. 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 and waiver of all rights of subrogation on the part of the insurer against the City, its officers, agents, employees, and volunteers.
 2. Workers Compensation Insurance will be in the amount required by Utah law (Part A) and \$1,000,000 in Employers Liability (Part B) with a waiver of all rights of subrogation on the part of the insurer against the City, its officers, agents, employees, and volunteers.
9. *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. Otherwise, the Responsible Person shall provide evidence satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
10. *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.
11. *Indemnification*

1. 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, excluding gross negligence or intentional misconduct.
 - (1) This indemnification requirement includes indemnification for claims for attorney's fees, costs, 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.

V. *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.

W. *Alcohol Use.* It is unlawful for any person to consume or possess any beer or alcoholic beverage at any City Park or 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.

IV. 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 III shall apply to all Special Events. In the event of any conflict between Sections III and IV the provisions of Section IV 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 and reservable City Facility. The person or entity desiring a permit must submit a complete application to the Approval Authority, including all insurance documents, fees, and deposits. The Approval Authority will have authority to approve or deny the application.
- C. *Procedures for Obtaining a Special Event Permit.*
 - 1. *Application.* A special event permit will only be issued to the Responsible Party upon the submittal of a complete 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.
 - 2. *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.
 - 3. *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 thirty (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. *Vendors.* 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.*
 - 1. *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.
 - 2. Only one special event per day, per facility shall be permitted.
 - 3. Permits for events that conflict with City run and City sponsored events will not be permitted.
- F. *Insurance for Special Events.*
 - 1. All Special Events will be required to provide proof of liability insurance (certificate of insurance) prior to application approval.

2. Specific requests must be made to the Approval Authority if 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:
 - (a) Event history;
 - (b) The capacity of the organizer to execute the event as planned;
 - (c) Probable impact on City personnel, facilities and grounds;
 - (d) Probability that the number of attendees will exceed the expected number;
 - (e) The type and number of planned activities;
 - (f) The participation of vendors, sponsors and other supporters;
 - (g) Safety measures and plans;
 - (h) Security measures and plans;
 - (i) Number of participants and spectators;
 - (j) The Applicant's ability to self-insure; and
 - (k) Any other reasonably applicable factors.
3. 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.

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

1. At the discretion of the Approval Authority, the Applicant must provide or reimburse the City for the provision of:
 - (a) Sufficient traffic control;
 - (b) Sufficient staff levels;
 - (c) Monitors for crowd control and safety;
 - (d) Monitors for amplified sound control;
 - (e) Onsite certified electricians;
 - (f) Safety, health, and sanitation equipment, services, or facilities reasonably necessary to ensure public health and safety;
 - (g) 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;
 - (h) An adequate first aid or emergency medical services plan; and
 - (i) Insurance.

- H. A Special Event may not modify the scope of the Special Event Permit, or the information provided in conjunction with permit issuance, without the written approval of the Approval Authority. Requests for changes to a Special Event must be submitted at least fourteen (14) days in advance of the Special Event to be considered.
- I. No Special Event may occur during a closure except as stated in the the Special Event permit.
- J. Time for set up and breakdown of structures and materials for Special Events must be included in the requested time for the event. 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 result in a charge for the additional reservation period.
- K. The placement of all temporary or quasi-permanent structures must be approved in advance.
 - L. Vehicles are not permitted on the grass, sidewalks, athletic fields, pavilions, or anywhere within the City Parks, excluding parking lots, unless otherwise expressly stated in the permit.
 - M. 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. Nothing herein shall obligate city staff to provide requested services.
 - N. 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.
 - O. If the City so requests, the Responsible Person must provide temporary flooring for booths or tents.
 - P. In coordination with the Approval Authority, the Responsible Person will identify a designated free speech area within reasonable proximity to the event.
 - Q. The Responsible Person will meet with the Approval Authority and others deemed necessary by the Approval Authority, no less than fourteen (14) days prior to the event to discuss final preparations for the Special Event, compliance with this Policy, and to obtain necessary approvals.
 - R. The Responsible Person must provide the on-site presence of one or more authorized representatives for coordination and management purposes during the setup and takedown of the Special Event. Authorized representatives must be available to the Approval Authority by some form of communication at all times during the Special Event.
 - S. In addition to the provisions of this Policy, and all applicable state and federal laws and regulations, 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 and Noise Control Ordinances.
 - T. 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.
 - U. *City Services for Special Events.*
 - 1. The Responsible Person will be required to reimburse the City for Additional City Services.
 - 2. The Approval Authority will determine the number of Additional City Services that will be required, based on number of attendees, equipment, vendors, and all other reasonable considerations.

3. Traffic management may be provided by the City, at the Responsible Person's expense, as determined by the Approval Authority in coordination with the City's Police Department.
4. City personnel may be available on-call for Special Event services. The Responsible Person is responsible for the cost of any personnel called to the event.

V. VETERAN'S MEMORIAL PARK

A. Operational Hours.

1. Park: 6:00 am – 11:00 pm
2. Pavilion: 9:00 am – 8:30 pm
3. Athletic Fields: 8:00 am - Sunset

B. Pavilion Reservations.

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

C. Athletic Fields.

1. Any Responsible Person playing or allowing play on athletic fields which have been closed will have their permit and reservations terminated for the remainder of the day and season. The Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
2. Equipment is not included in any fee and must be provided by the Applicant.
3. No seeds or shelled nuts are allowed within the athletic complex.
4. Fields are not reserved for practices. Other than game reservations, fields are available on a first come, first served basis.
5. Baseball and softball fields are only reservable for their intended use.
6. *Tournament and League Reservation and Scheduling Process.*
 - (a) Field space will be allocated based on organizations' historical use of the field and the percentage of resident youth participants. Prior years rosters may be requested for priority status.
 - (b) Field availability begins April 1st through June 15th and continues from July 25th through the second Saturday of October.
 - (c) 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 part of an organization's historical use and priority.

- (2) 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 its 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.
- (d) Baseball/Softball League Play.
 - (1) Time to Apply.
 - a. League season scheduling begins after the first Thursday of February and ends on the last business day in February.
 - b. League season scheduling request will be finalized by the third Friday in March.
 - (e) Multi Use Field. The multi-use field is only available for reservation by the Gene Fullmer Recreation Center.
 - (f) Field Service Day and Tryouts
 - (1) Field Service Days may be approved by the Approval Authority and/or its designee.
 - (2) Tryouts may be approved by the Approval Authority and/or its designee based on the nature of the request and availability.

VI. CONSTITUTION PARK

A. Operational Hours.

1. Park: 6:00 am – 10:00 pm
2. Pavilion: 9:00 am – 8:30 pm
3. Athletic Fields: 8:00 am - Sunset

B. Pavilion Reservations.

1. Pavilion reservation scheduling period begins on January 1st of each year and is open for the current year reservation period.
2. Pavilions are available for reservation from April 1st through the second Saturday in October.
3. The Responsible Party shall be responsible for cleaning the pavilion between 9 a.m. and the time of arrival.
4. Pavilion accommodations and amenities are listed for each reservable pavilion on the City of West Jordan's website.
5. If not already reserved, pavilions are available on a first come, first served basis.
6. Areas within two hundred feet (200') of a pavilion are not available for rental if the pavilion has a reservation during that time by a different party.

C. Athletic Fields.

1. Any Responsible Person playing or allowing play on athletic fields which have been closed will have their permit and reservations terminated for the day and the remainder of the season. The Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
2. Equipment is not included in the fees and must be provided by the Applicant.
3. 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.
4. An individual or organization can make reservations on no more than three (3) days per week.

D. Baseball/Softball Fields.

1. Unless already reserved, baseball/softball fields are available on a first come, first served basis.
2. Baseball/softball fields become available beginning April 1st through July 14th.
3. Baseball/softball fields are only available for their intended use.
4. Baseball/softball fields are only reservable for practices due to the limited maintenance at these fields.

E. Football Fields.

1. 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.
2. Unless already reserved, football fields are available on a first come, first served basis.

VII. RON WOOD BASEBALL COMPLEX

A. Operational Hours.

1. Park: 6:00 am – 10:00 pm
2. Athletic Fields: 8:00 am – 10:00 pm

B. Pavilions.

1. The pavilions at Ron Wood Park are not reservable and may be used on a first come, first served basis.

C. Splash Pad.

1. 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 its designee may close the splash pad for maintenance, mechanical failures, vandalism, or without cause at any time without notice.
2. No dogs are allowed within the splash pad area.
3. No glass containers are allowed within the splash pad area.
4. No food is allowed within the splash pad area.
5. No bikes, skateboards, scooters, roller skates, motorized vehicles or like items are allowed within the splash pad area.
6. All safety and health laws and requirements shall be observed.

D. Athletic Fields.

1. Any Responsible Person playing or allowing play on athletic fields which have been closed will have their permit and reservations terminated for the day and the remainder of the season. The Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
2. Equipment is not included in the fees and must be provided by the Applicant.
3. No seeds or shelled nuts are allowed within the athletic complex.
4. Baseball/softball fields are only reservable for their intended use.
5. Practices are not allowed at the Ron Wood Baseball Complex. This City Facility may only be used for league and tournament play by reservation.
6. Tournament and League Reservation and Scheduling Process.
 - (a) 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.
 - (b) Fields availability begins on April 1st and runs through the second Saturday of October.
 - (c) Baseball/Softball Tournaments.
 - (1) League play has priority over tournament play. Tournament play will only be approved based on availability. If a request will displace league organizations historical use and resident priority, it will not be approved. League end-of-the year tournaments are included in a league's historical use.
 - (2) 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. on the last business day of November. Request dates must be submitted by email to the Approval Authority or its 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.
 - (d) Baseball/Softball League Play.
 - (1) Time to Apply
 - a. League season scheduling requests 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.
 - (e) Field Service Day and Tryouts.
 - (1) Field Service Day's may be approved by the Approval Authority or its designee.
 - (2) Tryouts may be approved by the Approval Authority or its designee based on the nature of the request and availability.

VIII. WEST JORDAN YOUTH SOCCER COMPLEX

A. *Operational Hours.*

1. Park: 6:00 am – 10:00 pm
2. Athletic Fields: 8:00 am – 8:30 pm

B. *Athletic Fields.*

1. Field closures will be at the discretion of the Approval Authority or its designee.
2. Any Responsible Person playing or allowing play on athletic fields which have been closed will have their permit and reservations terminated for the day and the remainder of the season. The Responsible Person will be charged a fee to mitigate any damage done to any playing surface or landscaping.
3. Equipment is not included in any fee and must be provided by the Applicant.
4. 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.
5. *Tournament and League, Reservation and Scheduling Process.*

(a) *Tournaments.*

- (1) Tournament season begins the Monday following the first Saturday in June and ends on the second Saturday in August. No other uses other than tournaments are allowed during tournament season.
- (2) There is a mandatory one-week moratorium between all tournaments.
- (3) 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 its 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 by the Approval Authority based upon availability.

(b) *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 scheduled field space. Tryouts or Training Camps can only be scheduled after priority scheduling has taken place, based on availability.
- (6) Time to Apply
 - (i) Spring league season scheduling request will begin after the first Thursday of February and end on the last business day in February.
 - (ii) Spring league season scheduling request will be finalized by the third Friday in March.
 - (iii) Fall league season scheduling request will begin after the second Monday of July and end on the third Friday of July.
 - (iv) Fall league season scheduling request will be finalized by the first Friday in August.

IX. PIONEER HALL

A. Reservations

- 1. Operational Hours – Monday – Sunday
 - (a) Morning: 8:00 am – 2:00 pm
 - (b) Evening: 3:30 pm – 10:00 pm
 - (c) Full day: 8:00 am – 2:00 pm
- 2. Reservations for Pioneer Hall may not be available on City holidays.
- 3. Time to Apply
 - (a) Reservations can be made up to one (1) year in advance.
 - (b) Reservations must be made at least fourteen (14) days in advance of the requested date.
- 4. 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 built into the reservation time. The Responsible Person arrive before the reserved time or remain after the reserved time to accomplish these tasks.

B. Additional Costs. Use of Pioneer Hall may be subject to additional fees, deposits, and insurance requirements as determined by the City.

C. Keys, Locks, and Codes.

- 1. 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.
- 2. *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 set-up and teardown of all equipment. The City may provide the following equipment:
1. 100 folding chairs;
 2. 10 8-foot rectangle tables;
 3. 8 60-inch round tables;
 4. Full warming kitchen;
 5. Stage; and
 6. 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 that may damage the integrity of the building such as nails, screws, tacks, etc. are not allowed.
- G. *Alcohol.* Alcohol is not allowed in this facility except for City Events and City Sponsored Events.
- H. *Personal Property.* Items cannot be stored before or after an event. All items must be brought in for the reservation and removed after the reservation.
- I. *Prohibited Activities.* No commercial activity can occur in the facility, 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.* Available Monday – Sunday.
1. Arena reservation period is May 1st through the second Saturday of October.
 2. Access Hours: 6:00 am – 11:00 pm
 3. Event Hours: 8:00 am – 10:00 pm
- B. *Reservations.*
1. Reservations for the arena may not be available on City holidays.
 2. A Salt Lake County Mass Gathering Permit must be obtained for all Special Events in the West Jordan Arena.
 3. Arena may be reserved for recreational use (riding clubs) or for Special Events.
 4. 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.
 5. All arena gates must be closed and locked before the Responsible Person leaves the facility.
 6. No ground moving events at the Rodeo Arena are allowed prior to the Western Stampede event.
 7. Any rodeo event involving livestock must be sanctioned by one of the following professional rodeo associations:
 - (a) Professional Rodeo Cowboys Association (PRCA);
 - (b) Rocky Mountain Professional Rodeo Association (RMPRA);
 - (c) Women’s Professional Rodeo Association (WPRA);
 - (d) American Professional Rodeo Association (APRA); or
 - (e) Youth Rodeo Association (YRA).

- 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.
 - 1. The Concession Stand is equipped with a full kitchen, including fire extinguisher and hot and cold running water.
 - 2. 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 and in conjunction with a reservation for use of a City Facility.
- D. 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).
 - 1. The user must use the alcohol servers who are contracted through the City. This information is available upon acceptance of your event.
- 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 is not included in the fees and must be provided by the Applicant.
- H. Folding chairs for lower reserved seating are not included and must be provided by the Responsible Party at the Responsible Party's own expense.

K. COMMUNITY ROOM

- A. *Operational Hours.* Monday – Sunday.
 - 1. 8:00 am – 10:00 pm
 - (a) Reservations for the Community Room may not be available on City holidays.
 - (b) Holidays will be considered a Saturday and Sunday block.
- B. *Reservations.*
 - 1. All City events and meetings will take priority, regardless of current schedule.
 - 2. If a reservation is revoked because of City priority, the City will issue a full refund.
 - 3. All reservations will be scheduled on a first come, first paid basis.
 - 4. If a requested reservation is for more than a two-week period, a special permit or contract with the City will be required.
 - 5. 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 an event. All items must be brought in for the reservation and removed after the reservation.

G. Prohibited Activities.

1. Alcohol is not allowed at this facility.
2. No commercial activity can occur, including the buying, selling, trading, or bargaining for any item with legal value.
3. The reservation holder may post limited, simple signage in and outside City Hall for the sole purpose of directing agents, members, and guests to the approved Event Space, entrances, and exits. Reservation holder is prohibited from placing any other signs, placards, flags, banners, lights, displays, or advertisements of any character on City Hall's exterior, landscaping, or on windows visible to the exterior of City Hall without the City's express written authorization. If the Reservation holder or any of its agents, members, or guests violate this provision, the City may, in its sole discretion, terminate this Agreement. Reservation holder is solely responsible for creating and posting any signage allowed under this Agreement.
4. Reservation holder and its agents and guests may not use the Event Space to engage in activities involving the use of weapons, ignition devices (such as fireworks), large quantities of water, open flames, throwing objects, cooking, or any inherently dangerous physical activity, including, but not limited to, running, jumping, or wrestling.
5. Reservation holder and its agents and guests may only utilize, enter, or occupy the Event Space, entrances, exits, or other areas of City Hall approved by the City for the event. Use, access, or occupation of any area of City Hall otherwise closed to the general public, including, but not limited to, City offices and the City Hall atrium (if after hours), is expressly prohibited.

H. 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



SPECIAL EVENT – VETERANS MEMORIAL PARK RESERVATION AREA

