

Midway City Council
21 September 2021
Regular Meeting

Resolution 2021-26 /
Fees and Policies for
Public Buildings



Memo

Date: 2 September 2020; Revised 17 September 2021
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder
RE: Resolution 2021-26 / Fees and Policies for Public Buildings

Mayor Johnson is recommending that the following changes be made to the fees to use Midway City's buildings:

Building/Room		Current	Recommended
Town Hall – Main Room	Resident	\$400/day*	\$350 daily rate/\$75 per day to add up to 2 consecutive days
	Non-Resident	\$500/day*	\$550 daily rate/\$100 per day to add up to 2 consecutive days
Community Center – Stage	Resident	\$50/day*	\$200 full day/\$50 per day to add up to 2 consecutive days
	Non-Resident	\$150/day*	\$300 full day/\$75 per day to add up to 2 consecutive days
Community Center – Conference Room	Resident	\$15/day*	\$25 per day
	Non-Resident	\$15/day*	\$50 per day
Community Center – Small Meeting Room	Resident	New	\$15 per day
	Non-Resident	New	\$25 per day

*This fee is subject to change, to an amount determined by the City, if the rental includes vendors.

There will no longer be a separate rate for non-profits.

She is also recommending that Appendix "A" of the Midway City Policies and Procedures Manual (Attached) be replaced with the attached applications.

Please contact Mayor Johnson if you have any questions.

Section 6. Buildings

6.1 Town Hall/Community Center Rental

See: Appendix A

(2010-22, Subsection 6.1 Adopted, eff. 9/8/2010; 2011-05, Subsection 6.1 Amended, eff. 2/9/2011; 2011-17, Subsection 6.1 Amended, eff. 11/9/2011)

6.2 Town Hall Sign Board Policy

- A. In order for the signs to hang properly, grommets need to match the screws and wing nuts located at the four corners of the sign board. The size of the sign must be 4' x 8'.
- B. A sign may be hung two weeks prior to an event. Scheduling must be calendared with Midway City on a first come, first serve basis.
- C. The sign must be removed 24 hours after the event.

6.3 Combination to Safe at City Office Building

- A. The combination for the safe at the Midway City Municipal Building shall be known only by the following employees:
 - 1. City Treasurer
 - 2. City Recorder
 - 3. Administrative Assistant to the Treasurer
- B. The combination is not to be given out to any other individuals verbally, in writing or electronically.

6.4 Displaying Artwork in the City Office Building

- A. Complete an Artwork/Photo Display request (available at the City Offices).
- B. Obtain the Mayor's approval signature on the request form.
- C. Work with city employee(s) to determine which wall space will be used to display the images.

Appendix A – Town Hall and Community Center Rental Contract



Midway City Town Hall and Community Center Rental Contract

Name of Renter _____ Date of Requested Rental _____

The Town Square and City Parks are public facilities owned, operated and administered by Midway City Municipal Corporation. The Renter agrees to respect the grounds, buildings, furnishings, and equipment.

BOOKING GUIDELINES

1. Space will be booked only when a completed, signed and approved application is on file, and rental fee is paid. Rentals are only allowed to persons 21 years of age or older.
2. Midway City may terminate any rental when it is necessary for the safety and enjoyment of the public, for the protection of resources, or for violation of any rules and regulations of Midway City, or deemed necessary in the public interest. No liability will be incurred by the City, its agents or employees, by reason of such termination, and no rebates, refunds, fees, rents or deposits will be made solely because of such termination.
3. Renter shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval from the City. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any rights or privileges under such assignment or sublease.
4. Events which include sales in public facilities or admission charges require special notation on application and approval.
5. Cancellations: Rental fees/deposits are 100% refundable 30 days or more prior to reservation; 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental. Changing or cancelling a date less than 14 days prior to the rental results in complete forfeiture of any fees.
6. Midway City reserves the right of final administrative decisions regarding approval or denial of all building rentals.
7. Government entities or government affiliates please contact the Midway City office at 435-654-3223 for rates.
8. City buildings are not available for rental on Sunday.

RENTAL FEES – HALF DAY MINIMUM 7:00AM – 2:00PM /OR/ 3:00PM – 11:00PM

	TOWN HALL 140 West Main	COMMUNITY CENTER – 160 West Main		
		Large Hall	East Room	Conference Room
Private or Non-Profit**	\$300 full day /\$50 Add Day \$150 half-day/\$25 Add. Day	\$150 full day / \$30 Add. Day \$ 75 half-day/ \$15 Add. Day	\$25 + \$5 Add. Day	\$15 + \$5 Add. Day
Commercial	\$500 full day /\$85 Add. Day \$250 half-day/\$45 Add. Day	\$250 full day / \$50 Add. Day \$125/half-day/\$25 Add. Day	\$50 + \$10 Add. Day	\$25+ \$10 Add. Day

**** If an organization provides the City with an annual plan and schedule, then by separate addendum, rental rates may vary.**

Rooms in the Community Center will be rented on a separate basis according to the schedule above. Charges will be assessed per room. Rental of one room does not allow use of any other rooms in the building without paying the additional rental fee(s). No exceptions will be made. This will help defray costs of utilities and upkeep (Theater sets, seats, decorations, etc. must be stored on the stage or elsewhere, not on the hall floor, if other patrons ask to rent the buildings.) There is also a \$500 damage/cleaning deposit due when the key is picked up.

Appendix A – Town Hall and Community Center Rental Contract

Please check all items that you plan to use: Town Hall Kitchen Tables Chairs Piano
 Community Center Community Center East Room Microphones & Stands # Needed _____
 Full Sound System (City Technician Required) Other _____

ROOM CAPACITY

Attendance will be limited to the occupancy load of the facility.

Town Hall: 882 occupants with chairs only; 411 with tables and chairs

Community Center Multipurpose Room: 174 occupants with chairs only; 81 with tables and chairs

Community Center East Room: 67 occupants with chairs only; 31 with tables and chairs

PAYMENT SCHEDULE

- * Rental fee is to be paid at time of reservation.
- * Damage/cleaning deposit fee of \$500 is due when key is picked up.

CANCELLATION POLICY

- * Rental fees are 100% refundable 30 days prior to rental date.
- * 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental date.
- * Changing or cancelling a date less 14 days prior to the rental date results in complete forfeiture of any fees.

CLEAN UP AND DAMAGE FEES

- * A \$500.00 damage/cleaning deposit is required on rentals and events that is fully refundable if the facility is left in satisfactory condition and there is no violation of tobacco, alcohol or controlled substance use.
- * Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the City.
- * Renter will be held responsible for the behavior of all attendees and vendors. If the Facility is damaged or left unclean, the Renter will pay all costs of clean up and repair. Costs will be taken from the damage/cleaning deposit and Renter shall be responsible for any outstanding balance.
- * The damage/cleaning deposit, minus any necessary deductions for damaged property or clean-up if the facility is not left in a satisfactory condition, will be returned within two (2) weeks of the event. If any part of the deposit is withheld, an explanation will be sent two (2) weeks after the scheduled event.
- * Renter agrees to promptly call building maintenance at 435-671-7387 should any problem arise with the facility during the rental period. If it is found that the cause of the problem is the result of Renter's, its agents', vendors' employees' licensees', permittees', contractors' subcontractors' or invitees' conduct, Renter agrees to pay an hourly charge of twenty dollars per hour (\$20.00/hr.), with a two (2) hour minimum for maintenance services or the charges will be deducted from the damage/cleaning deposit.
- * Clean-up equipment and instructions are located in the kitchen of the Town Hall and the janitor's closet in the Community Center.
- * Scenery, decorations, or personal items must be removed from the building the day of use or another day's rental will be charged.
- * Trash must be put in the dumpster north of the building.
- * Food, soda pop cans, water bottles, cups, etc. shall be emptied and disposed of in trash cans with liners.
- * Kitchen, if used, should be left scoured and clean, floors mopped, oven and fridge cleaned and all food removed (including food in the refrigerator).
- * Chairs and tables should be properly cleaned and stored.

Midway Town Hall & Comm. Center Rental
 Rev. April 2013

Appendix A – Town Hall and Community Center Rental Contract

<ul style="list-style-type: none"> * Benches should be placed along the side walls. * All floors should be free of litter and refuse (all spills mopped up). * Parking lot litter must be removed. * Restrooms should be left clean and free of litter and refuse. * Dirt or smudges should be removed from the walls.
BEFORE THE RENTAL
<ul style="list-style-type: none"> * Renter agrees to obtain permits, business licenses or special event licenses that may be required for the event. Any concession sales must receive written, advanced approval from the City. * No property may be delivered to the Facility prior to Renter’s scheduled set-up time.
DURING THE RENTAL
<ul style="list-style-type: none"> * Attendance Control. Renter will be responsible for ensuring that the occupancy limit is not exceeded. Occupancy Town Hall – 882 occupants with chairs only; 411 with tables and chairs * Community Center multipurpose room - 174 occupants with chairs only; 81 with tables and chairs * Community Center east room - 67 occupants with chairs only; 31 with tables and chairs * No open flames, candles, fireworks, fires or charcoal gas barbecues or propane tanks of any kind are allowed in the building. * No pets or animals of any kind are allowed except service animals where appropriate. * Event must end at 10 p.m.
AFTER THE RENTAL
<ul style="list-style-type: none"> * Clean up should be completed by the Renter immediately following the event. * The facility should be left in broom-clean condition. * Renter is responsible for bagging and removing all trash. There is a dumpster located north of the building for your convenience. * All lights should be turned off, all windows closed and doors locked prior to vacating the facility. * Event must end at 10 p.m. Renter must remove all event materials and vacate facility by the end of the rental period or by 11 p.m. at the latest (unless other arrangements are made). * The City will not be held responsible for any items left behind by the Renter.
OTHER POLICIES
<ul style="list-style-type: none"> * Enforcement of “No Smoking” and “No Alcohol”. The Town Hall and Community Center are municipal buildings, and are therefore subject to the state laws prohibiting smoking in public buildings. Renter will be responsible for any violations of the no smoking ordinance during the rental period. In addition Midway City prohibits any alcoholic beverages or controlled substances on City property. Violations result in forfeiture of the damage/cleaning deposit and immediate termination of event. * Decoration Rules. No decorations are to be hung from the ceiling. No tape that damages, or nails, staples, or hooks should be placed on the walls; floors, or stage. Floor protectors must be used for items placed on the floors, and no open water containers should be placed on the floors. The curtains are to be protected: i.e., no items should be hung on the curtains and they are not to be misused in any way. * Sound/Light Technician: If patrons need to use the Town Hall sound and light equipment, a technician will be provided. If sound and lighting systems are used in a minimal manner, i.e., one microphone or the connection of a renter’s audio system to the building system, there will be a flat fee of \$50. If the audio and/or lighting requirements exceed the “single microphone” or “audio interconnection” outlined in the previous paragraph, the fee will be \$25 per hour. If you bring your own equipment, and are not connecting into any building systems, please provide your own technician.

- * **Properly Securing the Facility.** Renter agrees to properly secure the facility by making sure the windows and doors are properly secured and lights turned off.
- * **Children under 18 years of age.** No child should be unattended in the facility for any reason at any time whatsoever. An adult 21 years of age or older must accompany any groups or individuals under the age of 18.
- * **No Endorsement.** Permission to meet in the Facility in no way constitutes endorsement by Midway City of the policies or beliefs of the organization or individual(s) using the facilities. No advertisement or announcement implying such endorsement is permitted.
- * The Renter further agrees that it will exercise reasonable care and will not:
 - a. Leave the Facility unlocked and unattended at any time.
 - b. Damage or disturb any landscape.
 - c. Damage or deface any structure or property.
 - d. Disturb, deface, remove or relocate art work or any other property within the Facility.
 - e. Allow noise levels to exceed those permitted by the City ordinances and State law.
 - f. Allow smoking, alcohol or controlled substances inside the facility at any time.
 - g. Allow pets inside the facility at any time, with the exception of service dogs.
- * The Renter agrees that should any questionable circumstance arise during the rental, the City shall be the final arbiter. The City reserves the right to stop functions that violate the terms set forth in this Contract. Under those circumstances, visitors may be asked to leave the premises, and the damage/cleaning deposit will be forfeited.
- * At no time shall exits or exit signs be covered or obstructed.
- * Authorized representatives of Midway City shall have the right to enter the facilities and all parts thereof at any and all times during a scheduled event.
- * **If a scheduling conflict between two parties arises, the City will communicate with both parties in an effort to resolve the conflict. If the parties are unable to agree upon a solution, the first request received by the City will be given priority.**

GOVERNING LAW AND INDEMNIFICATION

The Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of Midway City, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the City and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of this Rental Contract by the Renter, (b) the Renter's use of the Facility or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the City and its officials, employees and agents.

INSURANCE

Event liability coverage is the Renter's responsibility. The commercial Renter may be required to secure Commercial General Liability insurance with limits of at least **\$1,000,000 per occurrence/\$2,000,000 aggregate**, and which names the City as an additional insured. The City will determine if insurance coverage is required.



City Town Hall & Community Center Rental Agreement

Town Hall

Community Center

	Main Room	Stage	Conf. Room	Small Meeting Room
Midway Resident	\$350 daily rate/\$75 per day to add up to 2 consecutive days	\$200 full day/\$50 per day to add up to 2 consecutive days	\$25 per day	\$15 per day
Non-Midway Resident	\$550 daily rate/\$100 per day to add up to 2 consecutive days	\$300 full day/\$75 per day to add up to 2 consecutive days	\$50 per day	\$25 per day

\$500 Damage/Cleaning Deposit Required

I am a Midway Resident I am not a Midway resident I am a Midway resident, but am not the user

Today's Date _____

Name of Renter _____ Phone Number _____

Address _____ State _____ Zip Code _____

Secondary Contact _____ Phone Number _____

Building Desired _____ Dates Needed _____

Description of Activity _____ Date & Time Set-Up _____

_____ Date & Time Take Down _____

Number of Participants _____ Estimated Number of Spectators _____

Please check all that you plan to use

Community Center	<input type="checkbox"/> Community Main Room & Stage	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Comm. Small Room	<input type="checkbox"/> Microphone & Stands	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Piano
Town Hall	<input type="checkbox"/> Town Hall Stage	<input type="checkbox"/> Tables & Chairs	<input type="checkbox"/> Benches	<input type="checkbox"/> Microphone & Stands	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Piano

Will there be concessions or sales of any kind at this event? Yes No If yes, please provide additional

details: _____

Pre-Inspection Completed by: _____ **Date:** _____

Post Clean-Up Inspection Approved by: _____ **Date:** _____

\$500 Damage/Cleaning Deposit Paid? Yes No

Payment Method Cash Check # _____ : Deposit Returned Yes No : Date _____

Pre-Check List

Rules:

1. Cannot leave door propped open at any time. Leaving the door open effects, the heating and cooling of the building.
2. No tape of any kind on the reception hard wood floors. (Stage floor can have painters' tape, which must be removed).
3. One adult must be in the building during the time the doors are open and can only leave once doors have electronically locked at designated time. You cannot leave the building unattended.
4. If something breaks, please notify the city by going to office during business hours or phone on-call number 435-671-7387.
6. No alcohol in any buildings.
7. The piano can only be moved by City staff. (Must have at least 24hrs notice by 5pm on Thursday)

Rented Room Check List

- | | | |
|---|--|--|
| <input type="checkbox"/> All chairs and tables out as requested | <input type="checkbox"/> All AV Equipment out as requested | <input type="checkbox"/> Piano in place as requested |
| <input type="checkbox"/> Floor is clean | <input type="checkbox"/> Trash cans avail & clean | <input type="checkbox"/> No garbage in room |
| <input type="checkbox"/> All lights working | <input type="checkbox"/> Blinds working and in place | <input type="checkbox"/> Temperature is set |

Kitchen Check List

- | | | |
|---|--|---|
| <input type="checkbox"/> All appliances working | <input type="checkbox"/> Floors are neat and clean | <input type="checkbox"/> Paper towels available |
| <input type="checkbox"/> Wash cloths available | <input type="checkbox"/> Set of kitchen utensils | <input type="checkbox"/> Refrigerator empty |
| <input type="checkbox"/> Trash cans available & empty | <input type="checkbox"/> Cleaning supplies available | |

Lobby Check List

- | | |
|---|---|
| <input type="checkbox"/> Know where cleaning supplies are located | <input type="checkbox"/> Know where to put chairs & tables |
| <input type="checkbox"/> Floor is clean | <input type="checkbox"/> Know about electronic door & locks |

Grounds & Parking Lot Check List

- | | |
|--|--|
| <input type="checkbox"/> Know where to park, and load & unload items | <input type="checkbox"/> No trash outside building |
| <input type="checkbox"/> Know where guest parking is located | |

Wifi – Midway City Guest – Password: MidwayGuest123

Comments

Closing Check-Off List

Rented Room Check List

- All chairs and tables wiped down and put away
- All AV Equipment is neatly stored together
- Piano in place as request
- Floor is left clean
- All garbage in trash cans
- No garbage in room
- All lights turned off
- Blinds working and in place
- Temperature is set

Kitchen Check List

- All appliances off
- Floors are neat and clean
- Counters wiped down
- Wash cloths stored by sink
- Kitchen utensils are clean
- Refrigerator empty
- All garbage in trash cans

Lobby Check List

- All garbage placed in trash
- All lights turned off
- Floors are left clean
- No one leaves the building before the electronic door locks. You cannot leave building unattended

Grounds & Parking Lot Check List

- Outside lights are turned off
- No trash outside building – paper, cigarettes, flowers, streamers
- Doors are firmly locked, and all windows closed.

Anything Broken/Not Working/Comments



Fee Waiver/Cost Reduction Form

Fees can only be waived by City Mayor or Council. Please allow approximately 2 weeks for a response

Name of Organization: _____ Date: _____
Name of Contact: _____ Date of Event(s) _____
Email: _____ 501C3 # _____
Mailing Address of Organization _____ City & Zip _____

Please check all that apply

This is a charitable event: _____ This event is open to public: _____ This event supports arts: _____
(80% or more of proceeds go to charity)
If public, how is it marketed to the Community Open to public for free _____
Open to the public for a fee _____
This event supports sports: _____ This event supports health & wellness: _____ This event supports education: _____

What buildings/Parks are required? _____
What rooms in the buildings are requested? _____ What park pavilions are required? _____
Date(s) of Event _____ Time of Event(s) _____
Number of Participants _____ Number of Spectators _____

Description of Event:

Signature _____ Print Name _____ Date _____
City Signature Received _____ Print Name _____ Date _____
Council/Mayor Signature _____ Print Name _____ Date _____

- Fee Waived
- Fee Reduced to _____.
- Does not Qualify



RESOLUTION 2021-26

**A RESOLUTION AMENDING THE MIDWAY CITY FEE SCHEDULE
AND POLICIES AND PROCEDURES FOR THE RENTAL OF PUBLIC
BUILDINGS AND RELATED MATTERS.**

WHEREAS, Pursuant to Utah Code Ann. §10-3-717, Midway City has previously adopted a fee schedule which applies to the provision of municipal services by the City; and

WHEREAS, the Midway City Council finds it in the best interests of the City and the public to amend the fee schedule regarding the rental of public building, in order to more accurately reflect the costs and objectives of the City; and

WHEREAS, Midway City has previously adopted policies and procedures for the efficient and effective operation of the City; and

WHEREAS, the Midway City Council finds that amending the Midway City Policies and Procedures regarding the rental of public buildings will improve efficiency and effectiveness.

WHEREAS, the Midway City Council desires to amend these documents as set forth herein.

NOW THEREFORE, be it hereby **RESOLVED** by the City Council of Midway City, Utah, as follows:

The Midway City Fee Schedule is hereby amended as shown on the attached Exhibit “A”.

Appendix “A” of Midway City Policies and Procedures are replaced with the attached Exhibit “B”.

PASSED AND ADOPTED by the Midway City Council on the _____ day of _____, 2021.

MIDWAY CITY

Celeste Johnson, Mayor

ATTEST:

Brad Wilson, Recorder

(SEAL)

DRAFT

Exhibit A

DRAFT



MIDWAY CITY FEE SCHEDULE

Effective /2021

ADMINISTRATIVE

	ITEM	FEE
Copies	8.5" x 11" - black & white	\$0.25/copy
	8.5" x 11" - color	\$1.00/copy
	11" x 17" - black & white	\$0.50/copy
	11" x 17" - color	\$2.00/copy
	24" x 36" - black & white	\$3.00/copy
	24" x 36" - color	\$26.00/copy
	36" x 42" - black & white	\$5.50/copy
	36" x 42" - color	\$32.00/copy
	As provided by the Utah Government Records Access and Management Act, staff time will be charged in an hourly amount that equals but does not exceed the wage of the lowest-paid employee who has the necessary skills and training to perform the request. No charge may be made for the first quarter-hour of staff time.	
Returned Check		\$20.00

BUILDING SAFETY

	ITEM	FEE
After Hours Inspection		\$75.00/hr.
Copies	UPS Store Copies 2' x 3' or actual charge if more	\$3.50/page
	Time - Admin Asst - time spent gathering documents to be copied and going to the UPS store to make large format copies.	\$0.40/min.
Demolition Permit	For the demolition of a structure up to and including 5,000 square feet	\$50.50
	For the demolition of a structure in excess of 5,000 square feet	\$101.00
	A Demolition permit would require a minimum of two inspections: prior to approving for demolition, and after all regrading is complete to assure the requirements of the Site Disturbance ordinance have been met.	
Deposit	Varies depending upon cost of project, not to exceed plan review amount	Variable
Final Completion Deposit	Residential only, permits 07-126 forward	\$3,000.00
Grading Permit	50 cubic yards or less	\$25.00
	51-100 cu yd	\$37.00
	101-1,000 cu yd	\$50.00 for the first 100 cubic yards plus \$15.00 for each additional 100 cubic yards or fraction thereof

	1,001 - 10,000 cu yd	\$185.00 for the first 1,000 cubic yards plus \$13.00 for each additional 1,000 cubic yards or fraction thereof
	10,001 - 10,000 cu yd	\$301.00 for the first 10,000 cubic yards plus \$11.00 for each additional 10,000 cubic yards or fraction thereof
	100,001 cu yd or more	\$401.00 for the first 100,000 cubic yards plus \$9.00 for each additional 10,000 cubic yards or fraction thereof
Permit (+1% state/city surcharge added)	Basement Finish	No charge
	Electrical meter up-grade, relocation, or repair	No charge
	Furnace change-out	No charge
	Modification of existing gas line	No charge
	Recovering roof (second layer of shingles)	No charge
	Reroofing (removing all old roofing material and installing new)	No charge
	Water heater change-out	No charge
Permit Deposit	New Single-family dwelling	\$1,050.25
Permit Fees	Current Appendix "L" IRC	
Plan Review	65% of the building permit fee	
Post-Approval Review	Post-Approval Review (gas line, engineering, truss, REScheck, other) minimum	\$50.00/hr.
Post-Issuance Review		\$50.00/hr.
Re-Inspection Fee		\$75.00
Re-Open Expired Permit	50% of original permit fee	Variable
Residential Valuations	Current Wasatch County Building Department valuation (Updated every 6 months in February and August)	
Site Disturbance	Permit	\$50.50
	Plan Review	\$50.50
Temporary Certificate of Occupancy	Commercial	\$750.00
	New single-family dwellings thru permits 07-125, and all remodels/partial as required	\$500.00

CURRENT ICC EVALUATION TABLE
(For All Permits Except Residential)

Square Foot Construction Costs ^{a, b, c}

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	N.P.
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	N.P.	324.26	293.82	N.P.
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	N.P.	215.58	186.70	N.P.
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47
R-3 Residential, one- and two-family ^d	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$23.20 per sq. ft.

Fees Collected for Other Entities or Departments

ITEM	FEE
Heber Valley Special Service District (HVSSD) - Impact Fee	\$3,290.00
Midway Sanitation District (MSD) - Lateral Inspection Fee	\$100.00
Midway Sanitation District - Sewer Impact Fee	\$2,450.00
Park Impact Fee	\$1,000.00
Public Facilities Deposit	\$1,750.00
Trails Impact Fee	\$806.00
Transportation Impact Fee	\$2,750.00
Water Connection Fee	\$800.00

Water Impact Fee (3/4" meter)	\$2,300.00
Water Impact Fee (1" meter)	\$3,833.00
Water Impact Fee (1.5" meter)	\$7,677.00
Water Impact Fee (2" meter)	\$12,267.00
Water Impact Fee (3" meter)	\$26,833.00
Water Impact Fee (4" meter)	\$76,667.00
The impact fee for meter sizes greater than 4.0 inches shall be determined by the City Engineer on a case-by-case basis.	
Water Meter Installation	\$50.00
WATTS - Line Extension Fee	\$1,500.00

BUILDINGS

	ITEM	FEE
Town Hall – <u>Main Room</u>	Deposit	\$500 (Refundable)
	Monday - Saturday; resident	\$350 daily rate/\$75 per day to add up to 2 consecutive days
	Monday - Saturday; non-resident	\$550 daily rate/\$100 per day to add up to 2 consecutive days
Community Center – <u>Stage</u>	Deposit	\$500 (Refundable)
	Monday - Saturday; resident	\$200 full day/\$50 per day to add up to 2 consecutive days
	Monday - Saturday; non-resident	\$300 full day/\$75 per day to add up to 2 consecutive days
Community Center – Conference Room	Deposit	\$500 (Refundable)
	Monday - Saturday; resident	\$25 per day
	Monday - Saturday; non-resident	\$50 per day
<u>Community Center – Small Meeting Room</u>	Deposit	\$500 (Refundable)
	Monday - Saturday; resident	\$15 per day
	Monday - Saturday; non-resident	\$25 per day

Deleted: Monday - Saturday; non-profit

Deleted: \$300/day*

Deleted: \$400/day*

Deleted: \$500/day*

Deleted: Large Hall

Deleted: \$50/day*

Deleted: Monday - Saturday; non-profit

Deleted: \$75/day*

Deleted: \$150/day*

Deleted: Resident/non-resident

Deleted: \$15/day*

Deleted: Non-profit groups

Deleted: \$5/day*

Deleted: * This fee is subject to change, to an amount determined by the City, if the rental includes vendors.

CEMETERY

(Use limited to residents of the 84049 ZIP code)

	ITEM	FEE
After Hours Fee	After 3:00 p.m.	\$250/hr.
Burial	Weekday Opening/Closing	\$600
	Saturday Opening/Closing	\$800
Burial (Infant)	Weekday Opening/Closing	\$250
	Saturday Opening/Closing	\$350
Burial (Niche)	Weekday Opening/Closing	\$250
	Saturday Opening/Closing	\$350
Burial Space		\$500
Certificate Transfer		\$25
Disinterment	Weekdays only	\$1,500

Headstone Inspection, Removal, or Replacement	Charged when a headstone/monument has been requested to be moved and is not associated with the internment.	\$100
Niche	Single	\$350
	Niche Engraving & Handling Fee's: Name Birth Date/Death Date (No Artwork Allowed)	\$150
Gravesites purchased previously for which no perpetual care assessment was paid will be charged an addition 60% of the opening and closing fee at the time of burial.		
Perpetual care and annual lawn care fees were eliminated on Dec. 31, 2012.		
Residency restriction added on Dec. 10, 2014.		

ENGINEERING

ITEM	FEE
Engineering Construction Deposit	\$1,000 minimum or 5% of the entire estimate of the construction cost including contingency as determined by the City Engineer, whichever is greater*
* If the amount in the deposit is depleted down to ¼ of the initial amount then all work is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion.	

PARKS

ITEM	FEE
Pavilions – Centennial Park, Hamlet Park (North), Hamlet Park (South), Valais Park (East), Valais Park (West)	Resident/non-resident \$25/day
Pavilion – Town Square	Deposit \$250 (Refundable)
	Resident \$50/day
	Non-Resident \$100/day
Centennial or Hamlet Parks (With Vendors, Includes Pavilions)	Deposit (Security/Damage) \$500 (Refundable)*
	Resident/non-resident \$150/day
Town Square (Without Vendors)	Resident \$100/day
	Non-Resident \$200/day
Town Square (With Vendors, Includes Pavilion)	Deposit (Security/Damage) \$500 (Refundable)*
	Resident/non-resident \$250/day
* Required and must be paid within 24 hours of the event.	

PLANNING AND ZONING

ITEM		FEE
Administrative Decision Appeals		\$100
Annexation	Application	\$1,000 (5 acres or less) or \$200/acre (Over 5 acres).
	Legal and Engineering Review Deposit	\$100/acre* (\$1,000 minimum and \$10,000 maximum).
Annexation Agreement Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Board of Adjustment Application Fee/Variance		\$500 + \$.50 per letter + Costs
Business Licenses	Business/Event License - Swiss Days/Swiss Christmas	\$3,000.00
	Business License	\$65.00
	Temporary Business License	\$65.00
	Festival Market Business License Application Fee	\$50.00
	Festival Market Business License - 3rd Party Vendor Fee (Paid by the business owner for each 3rd party vendor). For the Thursday, Friday, or Saturday of the Labor Day Weekend commonly falling the last week of August or the first week of September each year.	\$50/day
	Festival Market Business License - 3rd Party Vendor Fee (Paid by the business owner for each 3rd party vendor). For all days except the Thursday, Friday, or Saturday of the Labor Day Weekend commonly falling the last week of August or the first week of September each year.	\$5/day
	Food Truck Business License - Per Occurrence (Paid by sponsoring business) or	\$50.00
	Food Truck Business License - Yearly (Paid by sponsoring business)	\$200.00
	Restaurant Business License	\$115.00
	Commercial Retail License for store 5,000+ square feet of floor space	\$165.00
	Hotel Business License \$3.00 per unit – Minimum of \$75 and Maximum of \$400	\$75 - \$400
	Class A Beer License	\$450.00
	Class B Beer License	\$450.00
	Class C Beer License	\$550.00
	Solicitor License	\$65.00 + \$1,000 bond
	Late Fee on Unpaid Business Licenses up to 30 days late	\$0.50
	License Fee + 100% late fee on unpaid licenses Over 30 days but less than 6 months	\$1.00
	Unpaid licenses over six months – Businesses must reapply, pay required fees, and obtain new inspections	\$65.00
	Special Event Application Fee	\$50.00

	Special Event Recurring Fee - per each instance of a Special Event	\$25.00
	Special Event Liquor License	\$100.00
	Transient Rental Inspection Trip Fee	\$30.00
	Transient Lodging Unit Rental	\$100.00
	Transient Lodging Unit Rental - Condominium Hotel ("Hotel" in plat title and no kitchen facilities)	\$15.00
Conditional Use Permit	Application	\$500 + \$.50 per letter + Costs
	Legal and Engineering Review Deposit	\$1,000* (Required at staff's discretion)
Development Agreement Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Development Review Committee (DRC)	To be subtracted from preliminary application once submitted for review	\$100.00
Disconnection	Application	\$500 (5 acres or less) or \$100/acre (Over 5 acres).
	Legal and Engineering Review Deposit	\$50/acre* (\$500 minimum and \$5,000 maximum).
General Plan Amendment		\$1,000 + Costs
Historic Building Permit		\$200 + Costs
Land Use Reviews by City Council (Miscellaneous)	Application	\$100.00
	Legal and Engineering Review Deposit	\$500* (Required at staff's discretion)
Land Use Verification		\$100.00
Lot Boundary Adjustment		\$100.00
Lot of Record Determination		\$300.00
Master Plan Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Miscellaneous Services (Waived for entities with a 501(C)(3) designation)		\$100 + Costs
Parking Stall Lease (Public)		\$250/annually (Prorated for first year)
Phased Development Planning**	Concept	\$500/meeting
	Master Plan Review	\$1,000 minimum or \$100/lot or unit
	Legal and Engineering Review Deposit (Master Plan Review)	Master Plan Review - \$2,000 minimum or \$400/lot or unit whichever is greater - \$20,000 maximum*
Plat Amendment	Application	\$250 + \$.50 per letter + Costs
	Legal and Engineering Review Deposit	\$1,000* (Required at staff's discretion)
Pre-Application Meeting		\$75/hr. after the first hour (Required at staff's discretion)
Plat Approval Extension	For each year extension is requested	\$150.00
Profession Review Deposit	Required for any application that requires legal and engineering review (unspent deposit funds)	\$500 unless determined differently by staff*
	Application	\$2,000

Residential Treatment Facilities and Elderly Care Facilities	Legal and Engineering Review Deposit	\$1,000*
Residential Treatment Facilities and Elderly Care Facilities (Special Accommodations)	Application	\$2,000
	Legal and Engineering Review Deposit	\$1,000*
Resort Planning**	Concept	\$500/meeting
	Master Plan Review	\$20,000 minimum or \$100/EU whichever is greater
	Legal and Engineering Review Deposit (Master Plan Review)	\$20,000 or \$100/EU whichever is greater*
	Legal and Engineering Review Deposit (Preliminary)	\$2,000 minimum or \$400/lot or unit whichever is greater - \$20,000 maximum*
	Legal and Engineering Review Deposit (Final)	\$2,000 minimum or 400/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary
Sewer Board Fees / unit or lot for preliminary		\$30.00
Sewer Board Fees / unit or lot for final		\$15.00
Signs	Permit	\$50.00
	Fine/Retrieval Fee for Illegally Placed Signs	\$25.00
Site Plans		\$600.00 or \$150.00 per unit/unit, whichever is greater
Site Plans: Amendment Application Fee	Application fee for site plan amendment approval.	\$300.00
Site Plans: Application Fee	Application fee for site plan approval.	\$300.00
Site Plans with Units: Application Fee Per Unit/Lot	Per unit/lot application fee for site plan approval.	\$150.00
Site Plans with Units: Base Application Fee	Base application fee for site plan approval, if greater than per unit/lot fee.	\$600.00
Subdivision Planning (No new roads)	Preliminary	\$300/lot or unit
	Final	\$150/lot or unit
	Legal and Engineering Review Deposit (Preliminary)	\$500 minimum or \$200/lot or unit whichever is greater*
	Legal and Engineering Review Deposit (Final)	\$500 minimum or \$200/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary
Subdivision Planning (New roads)	Concept	\$500/meeting
	Preliminary	\$300/lot or unit
	Final	\$100/lot or unit
	Legal and Engineering Review Deposit (Preliminary)	\$2,000 minimum or \$400/lot or unit whichever is greater* - \$20,000 maximum
	Legal and Engineering Review Deposit (Final)	\$2,000 minimum or 400/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary

Town Architect		\$200/hr. (2 hours maximum)
Zone Compliance		\$100
Zone Text Change Request	Application fee for zone text change request.	\$1,000.00 plus legal and/or technical fees incurred by the City to service the application
Zoning Change Request	Application fee for zoning change request up to one acre, plus 250.00 per acre	\$400.00, up to one acre, plus \$250. per acre beyond one acre
Zoning Map		\$3.00
* If the amount in the deposit is depleted down to ¼ of the initial amount then all review is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion. Prior to recording payment of fees must be current.		
** Each phase then must be processed through the Preliminary and Final approval process as listed in the Subdivision (new roads) section of this chart.		

PUBLIC SAFETY

	ITEM	FEE
Dog Licenses (All fees collected are paid quarterly to Heber City)	Traditional (Not spayed or neutered; per dog; non-transferable)	\$25/year
	Traditional (Spayed or neutered; per dog; non-transferable)	\$20/year
	Lifetime (Spayed or neutered; per dog; non-transferable)	\$40
	Lifetime (Not spayed or neutered; per dog; non-transferable)	\$60
	Lifetime licenses are good for 3 years or when the rabies shot expires. At the time proof of rabies needs to be brought in and a new tag will be issued for \$5. If this tag is purchased, they will be able to renew the license when the dog is vaccinated instead of needing to do it yearly.	

PUBLIC WORKS / USE OF EQUIPMENT

(1 employee supplied with equipment unless otherwise specified)

	ITEM	FEE
	1 Ton Truck w/dump	\$46.70
	Air Compressor	\$38.55
	Application Fee	\$50.00
	Backhoe - Includes One Employee	\$75.00
	Bucket Truck	\$114.00
	Cleaning Services	\$31.00/hr.
	Code Enforcement	\$31.00/hr.
	Generator	\$15.00
	Ground Crew	\$31.00/hr.
	Hydraulic Truck	\$55.50
	Mini-Excavator	\$75.00
	Misc. Vehicle	\$70.00
	Personnel	\$31.00/hr.
	Pressure Washing	\$40.00

Pressure Washing - Pre-Event - Includes One Employee	\$40.00
Restroom Cleaning	\$15.00
RTV	\$70.00
Set Up and Take Down of Load Zones	\$31.00/hr.
Small Loader	\$66.10
Snow Blower Attachment	\$131.55
Snowplow	\$96.30
Street Mechanical Sweeper	\$137.50
Street Mechanical Sweeper - Pre-Event	\$137.50
Street Vacuum Sweeper	\$137.50
Street Vacuum Sweeper - Pre-Event	\$137.50
Traffic Control Candles/Each/Per Day	\$0.60
Traffic Control Cones/Each/Per Day	\$0.60
Traffic Control Sign Stands/Each/Per Day	\$2.50
Traffic Control Signs/Each/Per Day	\$1.50
Trash Bags	\$1.00
Trash Removal	\$31.00/hr.
Trash Removal on City Property	\$31.00/hr.
Vacuum Trailer - Includes Two Employees	102.00/hr.

TAXES

ITEM	FEE
Franchise Fees	Determined by agreement
Highway Sales & Use Tax	0.30%
Municipal Energy Sales & Use Tax	6.00%
Municipal Sales & Use Tax	1.00%
Municipal Telecommunications License Tax	3.50%
Municipal Transient Room Tax	1.00%
Property Tax	Established annually
Resort Communities Sales & Use Tax	1.10%

WATER

Meter Size (Inches)	Allowed Usage (Gallons/Month)	Rate	Overage	
			0 – 5,000 gallons	5,000+ gallons
¾	10,000	\$28	\$3.73 per 1,000 gallons	\$4.67 per 1,000 gallons
1	20,000	\$56		
1 ½	40,000	\$112		
2	70,000	\$196		
3	160,000	\$448		
4	300,000	\$840		
6	640,000	\$1,792		

ITEM	FEE
CF	IRRIGATION CONVERSION FEE - assessed by Midway Irrigation. Fee is collected & passed through to Midway Irrigation.
Connection Fee	¾ inch meter \$1,300

	1 inch meter	\$1,600
	1 ½ inch meter	\$3,200
	2 inch meter	\$3,600
	Other sizes based on actual cost	
Connection Petition	Application	\$250
	Legal and Engineering Review Deposit	\$500 *
Excavation Permit	Administrative, Engineering, and Inspections (Includes 4 inspections)	\$500
Fire Hydrant Use	Deposit	\$2,000
	Rental charged for using fire hydrant, valve and meter (6 days per week)	\$10/day
	Charge for water used	\$0.02/gallon
MC	METER COST - set by ordinance based on Meter Size	
PB	PRIOR BALANCE	
PF – Alpenhof	PUMPING FEE - Operating & Maintenance costs	\$8/month
PF – Homestead Zone	PUMPING FEE - Operating & Maintenance costs	\$3/month
Re-Connection Fee	To resume service after first termination	\$25
	To resume service after second or subsequent terminations	\$400
System Enhancement Fee	One-time cost for Water System Development (Transportation, Treatment and Storage)	\$11,500
WA	WATER - fee set by ordinance	
Water Board – Application Fee		\$25/unit or lot
Water Lease	Annual Cost	\$400/year
WL	WATER LEASE per lease agreement	
* If the amount in the deposit is depleted down to ¼ of the initial amount then all review is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion. Prior to recording payment of fees must be current.		

Exhibit B

DRAFT



City Town Hall & Community Center Rental Agreement

Town Hall

Community Center

	Main Room	Stage	Conf. Room	Small Meeting Room
Midway Resident	\$350 daily rate/\$75 per day to add up to 2 consecutive days	\$200 full day/\$50 per day to add up to 2 consecutive days	\$25 per day	\$15 per day
Non-Midway Resident	\$550 daily rate/\$100 per day to add up to 2 consecutive days	\$300 full day/\$75 per day to add up to 2 consecutive days	\$50 per day	\$25 per day

\$500 Damage/Cleaning Deposit Required

I am a Midway Resident I am not a Midway resident I am a Midway resident, but am not the user

Today's Date _____

Name of Renter _____ Phone Number _____

Address _____ State _____ Zip Code _____

Secondary Contact _____ Phone Number _____

Building Desired _____ Dates Needed _____

Description of Activity _____ Date & Time Set-Up _____

_____ Date & Time Take Down _____

Number of Participants _____ Estimated Number of Spectators _____

Please check all that you plan to use

Community Center	<input type="checkbox"/> Community Main Room & Stage	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Comm. Small Room	<input type="checkbox"/> Microphone & Stands	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Piano
Town Hall	<input type="checkbox"/> Town Hall Stage	<input type="checkbox"/> Tables & Chairs	<input type="checkbox"/> Benches	<input type="checkbox"/> Microphone & Stands	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Piano

Will there be concessions or sales of any kind at this event? Yes No If yes, please provide additional details: _____

Pre-Inspection Completed by: _____ **Date:** _____

Post Clean-Up Inspection Approved by: _____ **Date:** _____

\$500 Damage/Cleaning Deposit Paid? Yes No

Payment Method Cash Check # _____ : Deposit Returned Yes No : Date _____

Pre-Check List

Rules:

1. Cannot leave door propped open at any time. Leaving the door open effects, the heating and cooling of the building.
2. No tape of any kind on the reception hard wood floors. (Stage floor can have painters' tape, which must be removed).
3. One adult must be in the building during the time the doors are open and can only leave once doors have electronically locked at designated time. You cannot leave the building unattended.
4. If something breaks, please notify the city by going to office during business hours or phone on-call number 435-671-7387.
6. No alcohol in any buildings.
7. The piano can only be moved by City staff. (Must have at least 24hrs notice by 5pm on Thursday)

Rented Room Check List

- | | | |
|---|--|--|
| <input type="checkbox"/> All chairs and tables out as requested | <input type="checkbox"/> All AV Equipment out as requested | <input type="checkbox"/> Piano in place as requested |
| <input type="checkbox"/> Floor is clean | <input type="checkbox"/> Trash cans avail & clean | <input type="checkbox"/> No garbage in room |
| <input type="checkbox"/> All lights working | <input type="checkbox"/> Blinds working and in place | <input type="checkbox"/> Temperature is set |

Kitchen Check List

- | | | |
|---|--|---|
| <input type="checkbox"/> All appliances working | <input type="checkbox"/> Floors are neat and clean | <input type="checkbox"/> Paper towels available |
| <input type="checkbox"/> Wash cloths available | <input type="checkbox"/> Set of kitchen utensils | <input type="checkbox"/> Refrigerator empty |
| <input type="checkbox"/> Trash cans available & empty | <input type="checkbox"/> Cleaning supplies available | |

Lobby Check List

- | | |
|---|---|
| <input type="checkbox"/> Know where cleaning supplies are located | <input type="checkbox"/> Know where to put chairs & tables |
| <input type="checkbox"/> Floor is clean | <input type="checkbox"/> Know about electronic door & locks |

Grounds & Parking Lot Check List

- | | |
|--|--|
| <input type="checkbox"/> Know where to park, and load & unload items | <input type="checkbox"/> No trash outside building |
| <input type="checkbox"/> Know where guest parking is located | |

Wifi – Midway City Guest – Password: MidwayGuest123

Comments

Closing Check-Off List

Rented Room Check List

- All chairs and tables wiped down and put away
- All AV Equipment is neatly stored together
- Piano in place as request
- Floor is left clean
- All garbage in trash cans
- No garbage in room
- All lights turned off
- Blinds working and in place
- Temperature is set

Kitchen Check List

- All appliances off
- Floors are neat and clean
- Counters wiped down
- Wash cloths stored by sink
- Kitchen utensils are clean
- Refrigerator empty
- All garbage in trash cans

Lobby Check List

- All garbage it placed in trash
- All lights turned off
- Floors are left clean
- No one leaves the building before the electronic door locks. You cannot leave building unattended

Grounds & Parking Lot Check List

- Outside lights are turned off
- No trash outside building – paper, cigarettes, flowers, streamers
- Doors are firmly locked, and all windows closed.

Anything Broken/Not Working/Comments



Fee Waiver/Cost Reduction Form

Fees can only be waived by City Mayor or Council. Please allow approximately 2 weeks for a response

Name of Organization: _____ Date: _____

Name of Contact: _____ Date of Event(s) _____

Email: _____ 501C3 # _____

Mailing Address of Organization _____ City & Zip _____

Please check all that apply

This is a charitable event: _____ This event is open to public: _____ This event supports arts: _____
(80% or more of proceeds go to charity)
If public, how is it marketed to the Community Open to public for free _____
Open to the public for a fee _____
This event supports sports: _____ This event supports health & wellness: _____ This event supports education: _____

What buildings/Parks are required? _____

What rooms in the buildings are requested? _____ What park pavilions are required? _____

Date(s) of Event _____ Time of Event(s) _____

Number of Participants _____ Number of Spectators _____

Description of Event:

Signature _____ Print Name _____ Date _____

City Signature Received _____ Print Name _____ Date _____

Council/Mayor Signature _____ Print Name _____ Date _____

- Fee Waived
- Fee Reduced to _____.
- Does not Qualify