



CITY HALL ROOM RENTAL APPLICATION

YOUR COMPLETED APPLICATION MUST BE SUBMITTED AT LEAST TEN (10) BUSINESS DAYS PRIOR TO YOUR EVENT



795 South Main Street, Bountiful, Utah 84010 • 801-298-6140 • www.bountifulutah.gov



GENERAL INFORMATION

Bountiful City is excited to be able to share City Hall with our community for meetings or other approved gatherings. Rooms available for rent:

1. Council Chambers (use of dais by special permission only) and lobby (200 capacity)
2. Basement Conference Room (15 capacity)
3. Multipurpose room – whole (100 capacity)
4. Multipurpose room A - half (50 capacity)
5. Multipurpose room B – half (50 capacity)

Important: Read the attached Building Use Policy prior to submitting your application. Applications must be submitted at least 10 business days prior to your event. Applications submitted within 10 days of the event may not be processed.

Any individual or group wishing to reserve an available area of Bountiful City Hall must complete a reservation application form, provided on the City's website (bountifulutah.gov) or at City Hall (795 S. Main Street, Bountiful, UT 84010 – during regular business hours).

Once an application, deposits and rental fees are received, staff will review the request and issue an official approval or denial within 10 business days.

- If your application is approved, your payment guarantees your reservation, and City Hall will be unlocked and available for your use during your approved time slot.
- If your application is denied, you will receive a 100% refund of all fees and deposits paid.

We look forward to seeing you at City Hall!

- Bountiful City



GENERAL APPLICATION

YOUR INFORMATION:

Name: _____

Phone: _____ Email: _____

Mailing address: _____

EVENT INFORMATION:

Name of event/group: _____

Room to be reserved (please check one option below):

Council Chambers & Lobby

Basement Conference Room

Multipurpose Room – Whole

Multipurpose Room A (half)

Multipurpose Room B (half)

Type of event: _____

Is your event public or private? _____

Event date: _____

Time Block Requested: _____

(See requestable time blocks on page 8)

Number of participants expected: _____

Will food be served at your event?: _____

Do you intend to use any audio/visual services? If yes, please explain: _____



See next page

Event description:

Resident Discount Verification (check box if applicable)

I am a Bountiful City resident and would like to apply for the resident discount. I understand that I must provide proof of residency (such as a valid driver's license, utility bill, or other official documentation) and email it to events@bountiful.gov along with my completed application.

By signing below, I certify that I have carefully reviewed the Bountiful City Facility Use Policy and agree to comply with all its terms and conditions. I understand that I am financially responsible for any damage to the building or its contents that exceeds the deposit, including the costs of repairs or cleaning. Additionally, I agree to indemnify and hold Bountiful City harmless from any claims, damages, lawsuits, or expenses, including attorney fees, that may arise from personal injury or property damage related to my use of the facilities. I also affirm that the information provided in this application is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

OFFICIAL USE ONLY

Approved by: _____

Date: _____



BOUNTIFUL CITY HALL BUILDING USE POLICY

Availability

City Hall facilities can be reserved for public use Monday through Thursday from 6:00 p.m. to 10:00 p.m. and Friday through Saturday from 8:00 a.m. to 10:00 p.m., based on availability and provided there is no conflict with internal City use.

Reservations cannot be made for recurring meetings (e.g., clubs or teams). Voter education events are allowed provided all candidates for any given election are invited and the meeting is open to the general public. Sales of any kind and for-profit uses are prohibited. The City reserves the right to approve or deny any application at its discretion.

For questions about the application or Building Use Policy, please contact the City Manager's Office at 801-298-6140.

Reservable City Facilities:

Room	Capacity
Council Chambers & Lobby (Dais not available for rent)	200
Basement Conference Room	15
Multipurpose Room – Whole	100
Multipurpose Room A	50
Multipurpose Room B	50

Reservation Procedure

Any individual or group wishing to reserve an available area of Bountiful City Hall must complete a reservation application form in person at City Hall (795 S. Main Street, Bountiful, UT 84010) during regular business hours.

Applications must be submitted at least 10 business days in advance of the proposed reservation. Applications submitted within 10 business days of the event may not be processed.

Once an application is received, staff will review the request and issue an official approval or denial within 10 business days.



- If your application is approved, your payment guarantees your reservation, and City Hall will be unlocked and available for your use during your approved time slot.
- If your application is denied, you will receive a 100% refund of all fees and deposits paid.

Approved reservations will include building access. The doors to City Hall will be programmed to unlock at the designated setup start time and will remain unlocked until 30 minutes before the scheduled end time of the event. No key will be required for entry.

If your event ends earlier than your approved reservation time slot, please notify Bountiful City Dispatch (non-emergency line) at 801-298-6000 so building security can be adjusted accordingly.

Confirmation

If the building is available on the date and time requested and the City determines that the proposed use is appropriate, City staff will review the application and payment and issue an official approval or denial via email. Bountiful City reserves the right to deny any application for any reason deemed appropriate by the City.

Payment for all applicable fees and deposits is received as part of the application process and will be held pending review.

Applicants whose reservations are approved will receive an official confirmation email, and their payment will secure the reservation. Approved reservations guarantee that the building will be unlocked and available during the approved time slot.

Applicants whose reservations are denied will be notified via email and will receive a 100% refund of all fees and deposits paid within 10 business days of the denial notice.

Fees and Payment Methods

Payment for all applicable fees and deposits is required at the time of reservation. Applications will not be reviewed or processed until payment has been received in full.

Applications need to be submitted in person at Bountiful City Hall, 795 S. Main Street, during regular business hours (7:00 AM – 6:00 PM, Monday through Thursday, excluding



state and federal holidays). Payment must be made at the time the application is submitted at the City Hall Utilities Department.

A 3% fee applies to all credit/debit card transactions.

A refundable deposit and reservation fee are required for each reserved time block, as outlined below:

Room	Capacity	Reservation Fee (Resident)**	Reservation Fee (Non-Resident)	Deposit (No Food)	Deposit (w/ Food)
Council Chambers & Lobby	200	\$175	\$250	\$130	Food Not Allowed
Basement Conference Room	15	\$60	\$90	\$45	\$75
Basement Multipurpose Room – Whole	100	\$120	\$180	\$90	\$150
Basement Multipurpose Room A	50	\$75	\$115	\$55	\$195
Basement Multipurpose Room B	50	\$75	\$115	\$55	\$195

**Proof of residency is required to request resident pricing and must be submitted with your application. Proof of residency includes a valid driver’s license, utility bill, or other official documentation.

Bountiful City may waive fees for partner agencies or for events that benefit the public. Approval of fee waivers is at the discretion of the City Manager.



Rental Time Blocks

City facilities are rented in fixed time blocks that include setup and cleanup.

Weekday Rentals (M-Th After Business Hours):

- Evening Block: 6:00 PM – 10:00 PM

Weekend Rentals (F-Sat):

- Morning Block: 8:00 AM – 12:00 PM
- Afternoon Block: 1:00 PM – 5:00 PM
- Evening Block: 6:00 PM – 10:00 PM

Rental fees are charged per time block. Two consecutive blocks double the rental fee, and three consecutive blocks (a full day) triple the fee. Deposits are based on the space and type of event and do not increase for multiple blocks. Refundable deposits are based on the space and type of event and do not increase for multiple time blocks.

Renters are responsible for cleanup after each block and must vacate the building by the end of their final block.

Room Condition

Rooms are provided as-is at the beginning of each rental block. The City does not guarantee that rooms will be reset between consecutive after-hours rentals.

Cancellation

Cancellations made at least 48 hours before the start time of your event will receive a full refund. If cancellation occurs within 48 hours of the event's start time, the deposit fee will be refunded, but not the rental fee.



Use Regulations

All individuals or groups using the City Hall facilities are expected to adhere to the following rules:

Conduct While in the Building:

- The reserving party must be over the age of 21 and on site for the duration of the event
- All participants must comply with applicable laws.
- Youth events must be supervised by at least two adults over the age of 21.
- Heavy items should be carried to avoid floor damage.
- Tables, chairs, or any other equipment may not be removed from the building.
- Hallways, exits, and other traffic areas must remain clear of any obstacles.
- No adhesive or residue may be left on walls. Nails or tacks are prohibited.
- City property, such as pictures, furniture, and fixtures, may not be moved or rearranged without prior approval.
- Participants should remain in the reserved area.
- Children must be supervised at all times.
- Meetings must end on time. If extra time is required, it will be billed at \$100 per hour.

Prohibited:

The following are strictly prohibited in City Hall:

- Alcohol consumption
- For-profit activities, sales, or fundraisers
- Political activities
 - The City Manager may approve informational meetings to which all candidates and the public are invited such as a debate.
- Open flames, candles, confetti, glitter, and similar materials
- Portable electric heaters
- Pets or animals (except for service animals)

Serving Food/Refreshments

- Any food/refreshments served must be confined to the designated areas such as the downstairs rooms (Basement Conference Room or Multipurpose Room). Food and refreshments are not permitted in the City Council Chambers or the lobby areas. Please ensure that the area is cleaned thoroughly after use.



- Certain beverages, such as red or orange punch, grape juice, and other heavily pigmented liquids, are not permitted due to the potential for staining. Light-colored drinks are recommended.
- No alcohol will be allowed under any circumstances.

Cleaning Responsibilities

- The applicant is responsible for cleaning the reserved area and ensuring that all garbage and debris are removed and disposed of properly.
- If the kitchen area is used, all appliances and surfaces must be cleaned to the satisfaction of City staff.
- All lights should be turned off before leaving the building.
- If the Multipurpose Room (either the whole room or the A/B half) is reserved, the applicant must return any tables and chairs used to their original locations and set them up as they were before the event. This includes returning tables and chairs to the closets they came from (after they have been cleaned) and arranging them properly as per their original set-up.

Security Deposits and Damages

Payment for the reservation includes all applicable fees and serves as full payment for the event.

- If the building is left dirty, damaged, or not returned to its original condition, the City reserves the right to deduct cleaning or repair costs from the deposit. If costs exceed the total payment, the renter will be responsible for the additional amount and will be notified within 10 business days following the event.
- Any damage that occurs during the event must be reported immediately by calling non-emergency dispatch at 801-298-6000 or by emailing events@bountiful.gov. Failure to report damage may result in financial responsibility for all repairs.
- If an application is denied, the City will issue a 100% refund of the payment within 10 business days.
- If the City determines that no damage occurred during your approved event, the deposit will be refunded within 10 business days following the date of the event.



Emergencies

If an emergency arises during your event, please call the police and fire dispatch at 801.298.6000.