

REQUEST FOR COUNCIL ACTION

SUBJECT: Discussion of Operating Procedures for "Old Library"

SUMMARY: With the acquisition of the "Old Library" the Arts Council needs direction on the use of the building.

FISCAL IMPACT: There is no fiscal impact with this policy.

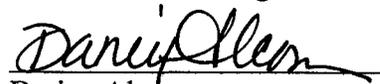
STAFF RECOMMENDATION:
This is a discussion item only

MOTION RECOMMENDED:
Discussion only.

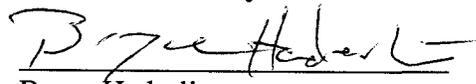
Prepared by:


Jim Riding
CIP/Facilities Project Manager

Reviewed as to Legal Sufficiency:


Darien Alcorn
Deputy City Attorney

Recommended by:


Bryce Haderlie
Interim City Manager

BACKGROUND DISCUSSION:

Once City Council decided to keep the “Old Library” and not sell the building yet, it was determined that the Arts Council members and other entities within the City could use the building. In meeting with the Fire Department and Building Department, a few things needed to be done to make the building safe. These have been accomplished. The purpose of the attached Operating Procedure for the “Old Library” is to give direction to all those that intend to use the building. If further changes are to be made to the building, they will be addressed to the Building Safety Department for permitting.

Attachments:

Operating Procedures for “Old Library”

Operating Procedures for "Old Library"

Purpose

The Operating Procedures for the "Old Library" are to ensure that all parties involved understand their relationship to the building and duties to be performed. This includes but is not limited to maintenance, janitorial duties, building codes and facility policies.

It is the city's recommendation that the West Jordan Arts Council and its entities use the facility for practices, rehearsals, productions and possible storage of equipment. The Arts Council will schedule the facility through Jen Crabb in coordination with Julie Brown. Use and entry of the facility will be by reservation only.

Construction of sets or structures is not allowed in this facility and violates the building code. Construction of any type without the proper building permit will terminate the groups use.

Reservation

Reservations can be made up to 24 hours in advance through the Arts Council representative or Julie Brown. Admittance will be denied without a reservation.

Keys

Keys to the building will be available at the West Jordan Justice Center located at 8040 South Redwood Road. Keys can be picked up by the reserving person during their business hours of 7am to 10pm. Keys should be returned as soon as the reservation is finished. If the reservation goes past 10pm the key will be returned the next morning between 7 and 8am. Individuals who keep a key will be refused future reservations. *or Card reader system for \$1,700.*

Responsibilities

The city will provide basic maintenance to the facility; changing light bulbs, fixing leaky faucets etc. All janitorial work and supplies will be provided by the West Jordan Arts Council. This will include vacuuming, cleaning/disinfecting restrooms and any other common areas, keeping adequate supplies in the restrooms.

Uses

Uses of this facility must fall within the building code. At no time should the occupancy exceed the building limit.

It is expected that the Arts Council will use this facility to store equipment, rehearse, practice, hold auditions and small performances. Other uses are prohibited except by Special Event Permit as outline in the West Jordan Facility Use Policy.

Doors

At no time are doors to be propped open. Fire exit and egresses must remain free and open in accordance with city code.

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