



**CITY COUNCIL  
AGENDA ITEM APPROVAL FORM**

**AGENDA ITEM INFORMATION**

MEETING DATE:	APRIL 13, 2016	
AGENDA ITEM TITLE:	RESOLUTION 16-11: A RESOLUTION OF THE CITY OF TAYLORSVILLE AMENDING AND RESTATING THE TAYLORSVILLE BENNION HERITAGE CENTER BUILDING USE AND RENTAL POLICY	
PUBLIC HEARING REQUIRED:	YES: _____	NO: <u>X</u>
ORDINANCE REQUIRED:	YES: _____	NO: <u>X</u>
RESOLUTION REQUIRED:	YES: <u>X</u>	NO: _____
PRESENTER:	JOAN WHITE	
AGENDA ITEM SUMMARY: LIMIT 150 WORDS	THE CITY COUNCIL INITIALLY APPROVED A BUILDING USE AND RENTAL POLICY IN 1998. THE COUNCIL HAS SINCE AMENDED THE POLICY THREE TIMES AND WOULD LIKE TO AMEND THE POLICY AGAIN FOR THE PURPOSE OF CLARIFYING AND SPECIFYING SEVERAL DETAILS IN THE POLICY.	
ATTACHMENTS:	EXHIBIT A: CLEAN COPY OF AMENDED POLICY	

**ADMINISTRATIVE AUTHORIZATIONS**

(OFFICIALS: WRITE YOUR NAME AND THE DATE YOU AUTHORIZED THIS AGENDA ITEM.)

DEPARTMENT HEAD NAME:		DATE:	
CHIEF FINANCIAL OFFICER:	SCOTT HARRINGTON	DATE:	
FISCAL NOTE:	AMOUNT:		
	BUDGET COMPLIANCE:		
CITY MANAGER:	JOHN TAYLOR	DATE:	
CITY ATTORNEY:		DATE:	

**TAYLORSVILLE, UTAH**  
**RESOLUTION NO. 16-11**

**A RESOLUTION OF THE CITY OF TAYLORSVILLE AMENDING AND RESTATING  
THE TAYLORSVILLE BENNION HERITAGE CENTER BUILDING USE AND RENTAL  
POLICY**

**WHEREAS**, the Taylorsville City Council (the “Council”) met in regular session on April 13, 2016, to consider, among other things, amending and restating the Taylorsville Bennion Heritage Center Building Use and Rental Policy; and

**WHEREAS**, the Council voted to initially approve the City’s building use and rental policy during its regularly scheduled session on May 20, 1998; and

**WHEREAS**, the Council subsequently amended the building and rental policy on March 15, 2000, April 16, 2003, and October 16, 2013; and

**WHEREAS**, the Council now desires to amend and restate the building use and rental policy for the Taylorsville Bennion Heritage Center for the purpose of specifying and clarifying certain terms and conditions in the policy; and

**WHEREAS**, the Council has determined that it is in the best interest of the citizens of the City of Taylorsville to amend and restate the Taylorsville Bennion Heritage Center Building Use and Rental Policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Taylorsville City Council hereby amends and restates the Taylorsville Bennion Heritage Center Building Use and Rental Policy as designated by interlineating the words to be deleted and underlining the words to be added, as follows:

**TAYLORSVILLE BENNION HERITAGE CENTER  
BUILDING USE AND RENTAL POLICY**

**Overview**

The Taylorsville Bennion Heritage Center (TBHC) located at 1488 West 4800 South in Taylorsville, Utah was purchased by Taylorsville City to stand as a historical landmark, to house community histories and artifacts, and to host meetings and other events that enhance the mission of promoting community and family heritage. **The facility is not a reception center, but rather a community meeting area.** Use of the facility is subject to the approval of the Taylorsville Historic Preservation Committee (THPC). This policy is in conformance with the Taylorsville City Building Use and Rental Policy (Policy 006).

**Description of Approved Use**

1. The museum and grounds may be used for cultural, educational, and social activities related to community and family meetings. All liability and the obtaining of any required licenses is the responsibility of the sponsor of the event.

2. Alcohol is not permitted at any event at the TBHC per State of Utah statutes. Smoking is not allowed in the buildings or on museum grounds.
3. To request the use of buildings and/or grounds, the **attached TBHC Building Use and Reservation Application** must be submitted **along with a \$40.00 cleaning deposit prior to the scheduled event. The cleaning deposit will be returned if the facilities are left as they were found.** Any special requirements (such as equipment for entertainment, speakers, etc.) must be provided by the event sponsor and noted on the application and approved by the THPC.
4. The individual whose name appears on the application (sponsor) is responsible for the buildings, grounds and all other items onsite including furnishings, artifacts, histories, and other equipment. No items except tables and chairs are to be moved without express permission from the THPC. No storage is available between events. Occupancy is available for the agreed-upon time only. **Rental fees include set up and clean up times.** The TBHC and the THPC is liable or responsible for items brought to the facility. **The sponsor assumes the risk for any items left unattended. However, tables and chairs belonging to the TBHC cannot be left unattended.**
5. The sponsor is also responsible to clean up and **put all trash in the outdoor containers** after any event. The sponsor accepts responsibility for any expenses incurred, including repairs or damages, during event use.
6. **All activities must be** supervised by the sponsor. The sponsor or designee must be present **at all times during the event.**
7. The TBHC currently has no cooking facilities. Food must be prepared elsewhere and can only be served and eaten in the kitchen of the museum, on the grounds, or in the Dairy Store.
8. The fireplace **in the museum** may not be used.
9. Prior permission must be obtained to fasten anything to the wall and tables. No staples or scotch tape are allowed.
10. Music is allowed. However please keep in mind that use of this building relies on respect for the neighborhood and strict compliance with the rules and regulations of this district. City noise ordinances will be enforced.
11. Events may be held Monday through Saturday between the hours of 9 a.m. and 10 p.m. The premises must be cleaned and vacated by 11 p.m. The facilities are closed for all holidays including holiday "eves". **Since Sundays are "Family Time" for our volunteers, events can only be held on Sundays if a volunteer is available. Hours are the same as Monday thru Saturday.** Events scheduled at the Jones Home Museum cannot be held during our regularly scheduled hours of operation.

12. Clean up includes: Sweep and/or mop floors, vacuum rugs, wipe counter tops, put away tables and chairs, clean up any spills, clean microwave, take garbage to outdoor container.

This resolution, assigned Resolution No. 16-11, shall take effect immediately upon passage and acceptance as provided herein.

**PASSED AND APPROVED** by the Taylorsville City Council this 13<sup>th</sup> day of April, 2016.

**TAYLORSVILLE CITY COUNCIL**

By \_\_\_\_\_  
**Ernest Burgess, Council Chairman**

**VOTING:**

Brad Christopherson	Yea	___	Nay	___
Dama Barbour	Yea	___	Nay	___
Dan Armstrong	Yea	___	Nay	___
Kristie Overson	Yea	___	Nay	___
Ernest Burgess	Yea	___	Nay	___

**PRESENTED** to the Mayor of the City of Taylorsville for approval this \_\_\_\_ day of April, 2016.

**APPROVED** this \_\_\_\_ day of April, 2016.

---

**Mayor Lawrence Johnson**

**ATTEST:**

---

**Cheryl Peacock Cottle**, City Recorder

**DEPOSITED** in the office of the City Recorder this \_\_\_ day of \_\_\_\_\_, 2016.

**RECORDED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

## TAYLORSVILLE BENNION HERITAGE CENTER BUILDING USE AND RENTAL POLICY

### Overview

The Taylorsville Bennion Heritage Center (TBHC) located at 1488 West 4800 South in Taylorsville, Utah was purchased by Taylorsville City to stand as a historical landmark, to house community histories and artifacts, and to host meetings and other events that enhance the mission of promoting community and family heritage. **The facility is not a reception center, but rather a community meeting area.** Use of the facility is subject to the approval of the Taylorsville Historic Preservation Committee (THPC). This policy is in conformance with the Taylorsville City Building Use and Rental Policy (Policy 006).

### Description of Approved Use

1. The museum and grounds may be used for cultural, educational, and social activities related to community and family meetings. All liability and the obtaining of any required licenses is the responsibility of the sponsor of the event.
2. Alcohol is not permitted at any event at the TBHC per State of Utah statutes. Smoking is not allowed in the buildings or on museum grounds.
3. To request the use of buildings and/or grounds, the **attached** TBHC Building Use and Reservation Application must be submitted **along with a \$40.00 cleaning deposit prior to the scheduled event. The cleaning deposit will be returned if the facilities are left as they were found.** Any special requirements (such as equipment for entertainment, speakers, etc.) must be provided by the event sponsor and noted on the application and approved by the THPC.
4. The individual whose name appears on the application (sponsor) is responsible for the buildings, grounds and all other items onsite including furnishings, artifacts, histories, and other equipment. No items except tables and chairs are to be moved without express permission from the THPC. No storage is available between events. Occupancy is available for the agreed-upon time only. **Rental fees include set up and clean up times.** The TBHC and the THPC is liable or responsible for items brought to the facility. **The sponsor assumes the risk for any items left unattended. However, tables and chairs belonging to the TBHC cannot be left unattended.**
5. The sponsor is also responsible to clean up and **put all trash in the outdoor containers** after any event. The sponsor accepts responsibility for any expenses incurred, including repairs or damages, during event use.
6. **All activities must be** supervised by the sponsor. The sponsor or designee must be present **at all times during the event.**

7. The TBHC currently has no cooking facilities. Food must be prepared elsewhere and can only be served and eaten in the kitchen of the museum, on the grounds, or in the Dairy Store.
8. The fireplace **in the museum** may not be used.
9. Prior permission must be obtained to fasten anything to the wall and tables. No staples or scotch tape are allowed.
10. Music is allowed. However please keep in mind that use of this building relies on respect for the neighborhood and strict compliance with the rules and regulations of this district. City noise ordinances will be enforced.
11. Events may be held Monday through Saturday between the hours of 9 a.m. and 10 p.m. The premises must be cleaned and vacated by 11 p.m. The facilities are closed for all holidays including holiday "eves". **Since Sundays are "Family Time" for our volunteers, events can only be held on Sundays if a volunteer is available. Hours are the same as Monday thru Saturday.** Events scheduled at the Jones Home Museum cannot be held during our regularly scheduled hours of operation.
12. **Clean up includes: Sweep and/or mop floors, vacuum rugs, wipe counter tops, put away tables and chairs, clean up any spills, clean microwave, take garbage to outdoor container.**

# TAYLORSVILLE BENNION HERITAGE CENTER BUILDING USE AND RESERVATION APPLICATION

NAME OF GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FACILITY RESERVED: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME REQUESTED: \_\_\_\_\_ to \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

Number of people in your group that will participate in the preparation and clean up? \_\_\_\_\_

Equipment to be used (Not provided by the TBHC): \_\_\_\_\_  
(Include tables, chairs, sound system, etc.)

I understand there is a \$40.00 cleaning fee due prior to the scheduled event. I agree to abide by all TBHC and City of Taylorsville policies and rules. Checks are payable to Taylorsville City.

I have received a copy of the policies/rules. \_\_\_\_\_ (Initial)

ORGANIZATION: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

TBHC MEMBER TO OPEN BUILDING: \_\_\_\_\_

TBHC MEMBER TO CLOSE BUILDING: \_\_\_\_\_