

The City of Driggs will make certain facilities available for community use in accordance with the following guidelines:

A. CITY BUILDING-COMMUNITY CENTER: USE OF BUILDING BY CONTRACTED TENANTS

1. The maximum occupancy load of rooms must be followed.
2. There shall be no signs, flyers, furniture or other items outside of the defined space leased by tenants. All bulletin boards, announcements, flyers or signs must be contained within the leased space.
3. No open flame or fog machines at any time within the building
4. All children must be accompanied and continuously supervised by a responsible adult.
5. No storage is available outside of leased spaces.
6. Contract tenants are responsible to insure that all users of their space, sublet or otherwise, comply with this policy. Tenants will be held responsible for damage and/or cleaning fees due to users of their space.
7. Ensure events that have alcohol present obtain permission and/or the necessary permits from the City Clerk.
8. Events that anticipate overflow into common areas must be reserved with the City Clerk in advance. Normal pass through access to exits and restrooms is expected and does not require a reservation.
9. Smoke/fog machines are not allowed. Any fees charged by the Fire Department for responding to alarms activated by the use of such machines will be the responsibility of the contracted tenant.

B. USE OF FOYER/CITY GALLERY, COUNCIL CHAMBERS AND CONFERENCE ROOM

1. Use of space by reservation only. Contact the City Clerk to make a reservation.
2. The maximum occupancy load of rooms must be followed.
3. There shall be no push pins, nails, staples or tape used on the walls or woodwork.
4. No open flame or fog machines at any time within the building.
5. There shall be no glitter allowed at any time.
6. All children must be accompanied and continuously supervised by a responsible adult.
7. The City Council chairs and rostrum are not available for use.
8. No ladders or other equipment will be provided.
9. A cleaning fee will be assessed for any excess cleaning that needs to take place after an event.
 - a. Garbage must be removed and placed in the dumpster in the west parking lot.
 - b. Vacuum and basic cleaning supplies are located in the Custodial Closet (located by the restrooms). The code for the door is 2702.
 - c. Put everything back where it was (i.e. Chairs in the Council Chambers should be left in the formation they were found)
 - d. Turn off lights and lock doors. Return keys to the City hall drop box either in the entrance foyer or the payment drop box on the north side of the building.

10. Permission and/or permits must be obtained from the City Clerk before any alcohol is permitted on the premises.
11. All doors are to be locked and lights turned off after use (if used after City Hall business hours).
12. Smoke/fog machines are not allowed. Any fees charged by the Fire Department for responding to alarms activated by the use of such machines will be the responsibility of the party under which the reservation was made and future use of the facilities may be restricted in the future.

C. USE OF PLAZA

1. CHILDREN: All children must be accompanied and continuously supervised by a responsible adult.
2. SIGNS: Any signs erected must be approved by the Planning and Zoning Department prior to the event. Once approved, all signs must be removed immediately after event. There will be no storage of signs in the city building. Failure to remove signs immediately following event may result in an additional fee.
3. VEHICLES: Absolutely no vehicles are allowed on the plaza or sidewalks. Loading and unloading must be done from the street or parking lots.
4. RESERVATIONS REQUIRED: Use of space by reservation only. Contact the City Clerk to make a reservation.
5. ALCOHOL: Permission and/or permits must be obtained from the City Clerk before any alcohol is permitted on the premises.
6. TENTS OR CANOPIES: No stakes are allowed in the plaza grass. Tie-off to city structures or facilities are not permitted. Tents may only be secured using weights.