

Date: February 22, 2024
To: Weber County Board of County Commissioners
From: Sean Wilkinson, AICP *SW*
Director, Community Development Department
Subject: **Request for approval of revisions to Weber County Policy 18.1 (Weber County Policy and Procedure on the Use and Rental of Weber Center Facilities)**
Agenda Date: February 27, 2024
Documents: Exhibit A – Revised Policy 18.1

Summary: Weber County is updating its rental policy and procedures for the Weber Center. The revisions include updates on eligible users, areas available to rent, fees, and security. Following are highlights of these changes:

- Unless otherwise approved by the County Commission, only other governmental entities, charitable organizations, registered political parties, and non-profit public service organizations (collectively known as “non-county organizations” in this policy) may use the conference rooms and other areas when not in use by Weber County.
- Unless otherwise approved by the County Commission, only the County Commission Chambers (including Breakout Room), Training Rooms (rooms 312 and 313), and Basement Atrium may be used by non-county organizations. After-hours events (weekdays after 5:00 pm and weekends) are limited to areas on the first floor of the Weber Center and only the main entrance from Washington Blvd. may be used.
- A fee of \$50.00 for the first hour and \$20.00 for each additional hour will be assessed to non-county organizations for use of the Weber Center, to cover expenses associated with utilities, custodial services, and maintenance of the rooms utilized. Additional charges, including for building security, may be assessed in accordance with the terms of a facility rental agreement.
- Building security is required for after-hours events (weekdays after 5:00 pm and weekends). This service shall be arranged by contacting the Weber County Sheriff’s Deputy at the Weber Center. The Community Development Director may waive this requirement for specific events.

Exhibit A

ADOPTED _____

EFFECTIVE _____

WEBER COUNTY POLICY AND PROCEDURE ON THE USE AND RENTAL OF WEBER CENTER FACILITIES

18.1.1 **PURPOSE AND SCOPE**

The purpose of this policy is to establish rules, procedures, and fees for short term use of Weber Center facilities by the non-county organizations listed in Section 18.1.2, below.

18.1.2 **PRIORITY USE AND ELIGIBLE USERS**

Weber County Offices and Departments, other county-created organizations, and Weber Center tenants shall have priority in the use of the Weber Center for their official business.

Unless otherwise approved by the County Commission, only other governmental entities, charitable organizations, registered political parties, and non-profit public service organizations (collectively known as “non-county organizations” in this policy) may use the conference rooms and other areas when not in use by Weber County.

18.1.3 **AVAILABLE AREAS, ROOMS AND TIMES**

Unless otherwise approved by the County Commission, only the County Commission Chambers (including Breakout Room), Training Rooms (rooms 312 and 313), and Basement Atrium may be used by non-county organizations.

After-hours events (weekdays after 5:00 pm and weekends) are limited to areas on the first floor of the Weber Center and only the main entrance from Washington Blvd. may be used.

18.1.4 **SCHEDULING**

The use of the Weber Center by a non-county organization must be scheduled at least 5 days, but no more than 60 days, before the meeting or event. If the meeting or event is a series with multiple dates, the scheduling timeline applies to the first date. The Weber Center may be reserved by contacting the Weber County Department of Operations at (801) 625-3850.

18.1.5

FEES, DAMAGE, AND SECURITY

A fee of \$50.00 for the first hour and \$20.00 for each additional hour will be assessed to non-county organizations for use of the Weber Center, to cover expenses associated with utilities, custodial services, and maintenance of the rooms utilized. Additional charges, including for building security, may be assessed in accordance with the terms of a facility rental agreement.

The County Commission may waive the fee for specific events. For registered political parties, the fee shall be limited as stated in Utah Code § 20A-8-404.

Persons or entities who cancel are still obligated to pay the first hour fee if notice of cancellation is less than 48 hours in advance. Users shall also be obligated to pay for any damage to the building or equipment caused or occurring during the use of the room or area.

Building security is required for after-hours events (weekdays after 5:00 pm and weekends). This service shall be arranged by contacting the Weber County Sheriff's Deputy at the Weber Center. The Community Development Director may waive this requirement for specific events.

18.1.6

RENTAL AGREEMENTS

A signed facility rental agreement, together with the rental fee, shall be required at least 72 hours before the event or meeting is to take place or the reservation shall be cancelled. Facility rental agreements can be obtained through the Department of Operations.

Weber County reserves the right to cancel a facility rental agreement for any reason. If the County cancels the agreement, it shall provide notice as far in advance as possible and may offer alternative dates or rooms within the Weber Center. The County shall refund the rental fee but shall not otherwise be liable in any way.

APPROVED this _____ day of _____, 2024

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By _____
James H. "Jim" Harvey, Chair

Commissioner Bolos voted _____
Commissioner Harvey voted _____
Commissioner Froerer voted _____

ATTEST:

APPROVED AS TO FORM:

Ricky D. Hatch, CPA
Weber County Clerk/Auditor

Courtlan Erickson
Weber County Attorney's Office