



FACILITY RESERVATION FEE SCHEDULE

CITY HALL COMMUNITY ROOM

Building Use	Rental Fee	Required Deposit
Small Gathering (<i>49 or Less</i>)	\$125 : Nibley Resident \$200 : Non-Resident	\$300 cash (<i>fully refundable</i>) \$320 debit/credit card (<i>\$300 refundable</i>)
Large Gathering (<i>50 or More</i>)	\$250 : Nibley Resident \$400 : Non-Resident	\$300 cash (<i>fully refundable</i>) \$320 debit/credit card (<i>\$300 refundable</i>)
Non-Profit, Club, and Public Gathering	Free with City Manager Approval*	\$300 cash (<i>fully refundable</i>) \$320 debit/credit card (<i>\$300 refundable</i>)

Definitions:

- ✚ **Small Gatherings** = Less than 50 people
- ✚ **Large Gatherings** = More than 50 people, and any receptions
- ✚ **Non-Profit, Club, or Public Gatherings** = City-sponsored events or meetings. Non-recurring non-profit meetings. Club or other gatherings that are open to the public and provide a public benefit (*as determined by the City Manager*), including cultural, charitable, civic, or educational meetings/events.

Notes:

- ✚ City Hall Community Room reservation fees are required in full to make a reservation.
- ✚ Deposits are due in full when the person that made the reservation comes to pick up the keys. Please bring a government issued ID card when it's time to pick up the keys.
- ✚ We generally recommend funding the deposit in cash as there is a \$20 credit card fee that is retained.
- ✚ We ask that the keys to the City Hall Community Room are returned on the next business day following your scheduled event.
- ✚ A cleaning charge of \$30/per hour will be assessed if cleanup by City Staff is necessary. Cleaning charges will be assessed in one-hour increments.
- ✚ The following will be available for use when reserving the City Hall Community Room:
 - 10 round tables and 8 rectangle tables (*\$225 replacement fee if missing or damaged*)
 - 85 folding chairs (*\$200 replacement fee if missing or damaged*)
 - General cleaning supplies (*including trash can liners*)
 - Apart from the cleaning supplies and trash can liners, all the above must be returned to City Staff, in clean and good condition prior to receiving a refund of your deposit.

PARK PAVILIONS

Park Pavilion Location	Rental Fee	Required Deposit
Heritage Park (<i>East/West</i>), Anhder Park, and Elkhorn (<i>without Kitchen</i>) Park Pavilions	\$35 : Nibley Resident & Non-Resident	No Deposit Required
Elkhorn (<i>with Kitchen</i>) Park Pavilion	\$50 : Nibley Resident & Non-Resident	\$25 cash (<i>fully refundable</i>) \$27 debit/credit card (<i>\$25 refundable</i>)
Heritage North Enclosed & Heated (November to March)	\$50 : Nibley Resident & Non-Resident	\$25 cash (<i>fully refundable</i>) \$27 debit/credit card (<i>\$25 refundable</i>)
Heritage North Open (<i>April to October</i>) <u>*Cannot Be Closed When Open*</u>	\$35 : Nibley Resident and Non-Resident	No Deposit Required

Notes:

- ✚ Park Pavilion reservation fees are required in full to make a reservation. Deposits are due in full when the person that made the reservation comes to pick up the keys.