



POLICIES & PROCEDURES

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Section 1. Introduction

1.1 Purpose and Objectives

The purpose of this manual is to establish policies and procedures that will assist Midway City employees in effectively and efficiently implementing the City's vision statement, mission statement and core values.

1.2 Vision Statement

Our vision for the City of Midway is to be a place where citizens, businesses and civic leaders are partners in building a city that is family-oriented, aesthetically pleasing, safe, walk able, and visitor friendly. A community that proudly enhances our small town Swiss character and natural environment, as well as remaining fiscally responsible.

1.3 Mission Statement

The mission of the City of Midway is to create a positive lifetime difference, enhance the quality of life, promote the safety and well being of our residents and visitors while honoring our heritage and preparing for the future.

1.4 Core Values

Integrity – Actions are based on honor to create ethical character and a positive reputation.

Teamwork – A process built upon common focus, flexibility, cooperation, communication, and the sharing of risk, responsibility and reward.

Innovation – Demonstrating a civic entrepreneurial spirit by generating new ideas and better ways of doing things and engaging in reasonable risk.

Respect – The obligation to treat all with civility by listening, comprehending, empathizing, and valuing opinions and perspectives.

Responsive Customer Service – Meeting needs in a timely, courteous, and responsive manner by delivering on promises and commitments while meeting or exceeding expectations.

Trust – Actions, information and communication are accurate, consistent, open and honest to maintain credibility.

Honor – Respect and preserve our heritage.

1.5 Content

This manual contains policies and procedures adopted by the City Council through resolution. It also includes policies and procedures adopted administratively by the various departments of the City. Those items adopted by resolution are so noted.

Section 2. Mayor and Council

2.1 Mayor and City Council Contact Information

City staff may provide upon request the personal mailing address and telephone number for the Midway City Mayor and each member of the Midway City Council. Other contact information, including personal and work emails or cellular phone numbers, shall not be provided.

2.2 Orientation of Council Members

A. Newly elected council members shall receive copies of the following documents within 30 days of their election:

1. Municipal Code
2. Policies and Procedures Manual
3. Human Resources Policies and Procedures Manual
4. General Plan
5. Capital Facilities Plan
6. Current Budget

Section 3. Administrative

3.1 Copies and Compilations of Records

The public will be charged for copies and compilations of records based on the following price schedule:

Cost per Page	
8 ½" x 11", Black & White	\$0.25/page
11" x 17", Black & White	\$0.50/page
8 ½" x 11", Color	\$1.00/page
Staff Time	
As provided by the Utah Government Records Access and Management Act, staff time will be charged in an hourly amount that equals but does not exceed the wage of the lowest-paid employee who has the necessary skills and training to perform the request. No charge may be made for the first quarter-hour of staff time.	

The total cost will be determined by multiplying the unit cost by the number of pages plus staff time. The City does not have an 11" x 17" color copier. Staff time will be billed in ten minute increments.

3.2 Billing/Collections/Bad Debt

A. Purpose

The purpose of this policy is to provide Council and staff with a policy and guidelines with regards to the billing and collection of accounts, the writing off of irrecoverable debts/bad debts, owed by consumers to the City, and to ensure that all outstanding amounts owing to the City can be recovered effectively and economically and are financially viable.

B. Definitions

1. Bad debt refers to any debt which has become overdue by more than 150 days.
2. Debt means any sum of money which a citizen of the City, or customer of the City in some capacity, is legally obligated to pay to the City for any purpose.
3. Overdue refers to any debt owed to the City of Midway which has not been paid within thirty days of the date the payment was due. As an exception, debts owed

for utility services consumed are considered overdue after the date the payment was due.

4. Municipal account shall include all levies or charges including but not limited to:
 - a. water consumption,
 - b. basic water charges,
 - c. building safety charges,
 - d. planning charges,
 - e. professional services charges,
 - f. interest and/or surcharges,
 - g. miscellaneous and sundry charges.

- C. Collections – The following process, with limited exceptions, will be used to collect on accounts with Midway City:
 1. Invoice mailed immediately to the customer.
 2. Statement mailed at the end of each month and marked past due if applicable.
 3. 30 days from the date of a statement an unpaid account is considered past due. A letter is immediately sent to the customer explaining the City’s collections policy.
 5. After 60 days service is refused by the City.
 6. After 90 days the account is referred to the City Attorney and taken to small claims court (Up to \$10,000) or district court (Over \$10,000).
 7. 30 days after judgment a lien is placed on the associated property.

- D. Bad Debts
 1. Bad debts are to be accounted for by the City of Midway until collected or permanently written off.
 2. The City will take ongoing aggressive action to collect all debts owed to the municipality which are not otherwise written off, as provided by Section 3.2 of these policies.
 3. Bad debts over 150 days old which are under a cumulative amount of \$500 per customer may be written off immediately upon collective approval of the budget officer, recorder and mayor, if they are deemed not to be cost efficient to attempt to collect on.

4. Any bad debts over six years old which have been determined to be wholly uncollectable may be permanently written off upon approval of the City Council.

D. Criteria for Irrecoverable Debt

Debt will only be considered as irrecoverable if it complies with the following criteria:

1. All reasonable notifications and cost effective legal avenues have been exhausted to recover a specific outstanding amount; or
2. The cost to recover the debt does not warrant further action; or
3. The debtor is bankrupt; or
4. The debtor is untraceable or cannot be identified so as to proceed with further action; or
5. The outstanding amount is due to an irreconcilable administrative error by the Municipality; or
6. If an offer of full and final settlement is confirmed in writing by the City.

E. Records and Reporting

1. The City of Midway shall keep records of all bad debts which have been permanently written off for a period of three years after the year of the write-off.
2. The budget officer will submit a report to the City Council, on an annual basis within the first month of the new fiscal year, of all bad debts written off under the provisions of this policy for the prior fiscal year.

F. Authorization

1. Debt below \$500 as stipulated above may be automatically approved for writing off by the Budget Officer, Recorder and Mayor as a delegated authority.
2. In respect of other debt above \$500, schedules indicating the debtor account number, the debtor's name, the physical address in respect of which the debt was raised, address, amount per account category as well as a reason to write off the amount must be compiled and submitted to Council for approval as irrecoverable debt and writing off.

3. Notwithstanding the above, the Municipality or its authorized officials will be under no obligation to write off any particular debt and will always retain sole discretion to do so.

(2012-22 Section 3.21 Deleted & Combined with Section 3.2, eff. 9/12/12)

3.3 Frequency of Deposits

The treasurer, or his or her assistant, shall deposit all City funds in the appropriate bank accounts within three (3) days of receipt. It is unlawful for any person to commingle City funds with his or her own money.

3.4 Separation of Duties of Treasurer and Recorder

One person shall not perform both the treasurer's and the recorder's financial duties.

3.5 Property Owner's Responsibility for Utility Accounts

All utility accounts shall remain in the property owner's name. It is the property owner's responsibility to make sure all utility accounts stay current.

3.6 Work Order Policy

- A. The work order policy is designed to track work orders for the Midway City Public Works Department to help assist in the maintenance of its various departments.
- B. A work order has the following information:
 1. Date of request
 2. Requested by
 3. Contact information of person making request (i.e., phone number, address)
 4. Description and location
 5. Who request is assigned to
 6. Action taken
 7. Date completed

- 8. Determine if follow up is required
- C. Work orders are filled out by office staff and placed in a binder in the Treasurer’s office. Each work order is placed in the proper department.
- D. Two copies of a work order is made and given to the Public Works Department. One copy goes to the crew chief and the other copy to the designated employee who will then complete the task reporting the action taken and the date of action. The designated employee then returns his copy to the crew chief who will then update the work order in the Treasurer’s office.

3.7 Budget Planning Calendar

The following calendar shall be used to prepare each year’s budget:

January		Budget officer begins preparations for tentative budget including estimating revenue.
February		Budget officer meets with Mayor to prepare tentative budget and to estimate revenue.
		Budget officer provides revenue estimates and budget guidance to department heads.
		Department heads prepare detailed budget recommendations.
March		Mayor, department heads and budget officer meet to prepare tentative budget.
April	First council meeting	Adopt tentative budget. Set public hearing on tentative budget. Public hearing noticed at least 7 days prior to the hearing.
May	First council meeting	Tentative budget must be adopted at or before the first council meeting in May. Hold public hearing on tentative budget.
		Mayor, department heads and budget officer meet to prepare final budget.
June	First council meeting	Final budget adopted. Property tax rate adopted.
	22 nd	Final budget must be adopted prior to June 22.
		Final budget provided to State Auditor in required format no later than 30 days after adoption.

3.8 Purchasing Procedures

See: Appendix C

3.9 Archiving Records

Each department within Midway City shall maintain and be responsible for its own records in accordance with the Utah Government Records Access and Management Act, as amended. The City Recorder assists each department in this responsibility. Records that have been inactive for more than six months may be transferred to the City Recorder for archiving or destruction. The City Recorder is responsible for archived records.

3.10 Personal Property Damage Claims

- A. Any claimant seeking to make a property damage claim against the City of Midway must submit a “Claim Against Midway City” form to the City Recorder, 75 North 100 West, Midway, Utah 84049, within one year from the date of the incident (per the Utah Governmental Immunity Act).
- B. All claim forms must be fully completed, signed and notarized. Failure to do so may result in the denial of said claim. If a question is not applicable, claimant must indicate such by placing “N/A” in the space provided. Reports shall include, but are not limited to, the exact date and approximate time of the incident, a detailed description of the incident and the location, (e.g., street name and address, nearest intersection and landmarks, if any).
- C. All relevant estimates and insurance statements must be submitted with the claim form. Failure to do so may result in denial of said claim. Claimants who dispose of the property or have repairs done, prior to settlement of the claim, do so at their own risk.
- D. Two (2) repair estimates and copies of any public record report filed with relevant departments (such as police reports) are required to be submitted for all property damage claims.
- E. All claims are forwarded by the City to the Utah Risk Management Mutual Association (URMMA), the City’s risk management insurance representative.
 - 1. Claimants may be required to agree to a visit by a representative from URMMA for appraisal to determine actual monetary loss. URMMA will report findings to

Midway City. If a claimant refuses to permit said appraiser to assess property damage, the City will deny the claim.

- F. Claims above \$5,000.00 are handled in conjunction with URMMA for resolution; however the City maintains the right to consult with URMMA for any and all claims.
- G. The City will not process an approved claim for payment until the claimant completes and returns a “Release and Covenant Not to Sue” releasing the City from any further liability for the same incident.
- H. Employees are not to inform or suggest to the public that the City will reimburse them for damages to their personal property such as water lines, landscapes, vehicles, etc. A claim must be filed at the Midway City office, Risk Management Department. Forms can be obtained from the risk manager, or online at the city website: www.midwaycityut.org.

3.11 Donations

- A. Utah Code section 10-8-2 limits the appropriation of money (the term appropriation includes gifts or donations) to municipal corporate purposes only, but provides that it is considered a corporate purpose to appropriate money for any purpose that, in the judgment of City Council, provides for the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the municipality subject to the City Council:
 - 1. First holding a public hearing on the matter of the donation. The public hearing requires a 14 day notice published in the newspaper. The purpose of the public hearing is to receive comments of the study and the proposed donation or appropriation of money.
 - 2. Prior to the public hearing the City must undertake a study to determine what benefit the City will receive for the proposed appropriation of the money; the public purpose of the appropriation; and whether the appropriation will accomplish that purpose. The results of the study must be available to the public 14 days prior to the public hearing.
 - 3. Donations or gifts can only be made if there is an ordinance which authorizes the City to make the gift. Utah Code section 10-8-2 allows appropriations of money for corporate purposes but only after following the proper procedure. If the gift or donation is not specifically included in the adopted budget then a study of the benefits to the City and a public hearing is required before the gift or donation of money is made.

- B. The exception to the public hearing requirement is if the appropriation of the money for the purpose was included in the adopted budget of the City. If it was, the matter is considered heard at the City's budget hearing and no further hearing is necessary. If the issue is included in the budget then no study of the benefits of the donation is necessary.
- C. It is the intent of the City to only consider proposed donations as part of the annual budget.

Ref: Utah Code 10-8-2
Utah League of Cities and Towns: A Handbook for Utah's Municipal Officials

3.12 Citizen Complaints

- A. Screening of Telephone Calls; Referring Complaints. When a citizen calls the City with a complaint, the general nature of the complaint shall be obtained and reviewed. If possible, the complainant shall be referred to the appropriate department. The complainant should be given the name of the department and contact person whenever possible before the call is transferred.
- B. Receiving and Recording Complaints. Citizens may file a complaint with the risk management officer of the City in several ways; in person, by written correspondence, or by telephone. Information obtained from the complainant shall be documented in writing on a City complaint form, and shall include but not be limited to:
 - 1. The complainant's name, address, and phone number.
 - 2. A statement of the problem or allegation.
 - 3. The location and date of where and when the problem or alleged incident occurred.
 - 4. The names of the employees involved if applicable or available.
 - 5. Witnesses' names, addresses, and phone numbers if applicable or available.
 - 6. The date the complaint was received.
 - 7. The name of the person receiving the complaint.
- C. Assigning and Logging Complaints. The complaint shall be tracked by the date received. If the issue is one for the Public Works Department and can be resolved by a work order, a work order is filled out and forwarded to the crew chief for action. If

the complaint concerns other departments, a copy of the initial complaint form is forwarded to the department head. The priority of the complaint and action taken shall heed to the health, safety and welfare of the public. The complaint shall be logged, and the log shall include but not be limited to the following:

1. The name of the complainant.
2. The subject of the complaint.
3. The staff member or department assigned to respond.
4. The date the complaint was received.
5. The date the complaint was assigned.
6. The date the complaint was resolved.

D. Responding and Recording. Staff shall respond to complaints in the manner deemed appropriate by the department. A summary of the complaint, the action taken, and the date the complaint was resolved shall be logged on the original complaint form and filed in the risk management office.

E. Sample Complaint Form

1. See: Appendix D

3.13 Volunteer Approval Form

See: Appendix E

3.14 Credit Cards and Other Charges on City Accounts

- A. Authority - City credit cards are administered and issued by Purchasing Agent to be used under limited circumstances.
- B. Use - Cards are to be used in a responsible manner when other avenues of payment are not available such as:
 1. Specialty items which cannot be purchased from existing vendors or government contracts.
 2. Employee conferences or trainings which require online registration.
 3. One-time purchases.

4. Extenuating circumstances by approval of the Mayor or Purchasing Agent.

C. Cardholder Responsibility

1. Ensure that the credit card is used in compliance with this policy.

2. Only authorized employees of the City may use the municipal credit card.

3. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of purchase and the official business explanation thereof.

4. Above said receipts and documentation must be submitted to the Purchasing Agent within one week of the date of purchase to reconcile against the monthly credit card statement.

5. The employee issued the card is responsible for its protection and custody and shall immediately notify the Purchasing Agent if the card is lost or stolen.

6. City credit card users must notify vendors or merchants that the credit card transaction should be tax exempt if it is used for the purchase of goods or services.

7. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted.

8. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

D. Internal Control Procedures: Monthly statements are received by the City Treasurer; each account is detailed separately by cardholder name and purchases. The Purchasing Agent must:

1. Match documentation to each item on the monthly statement, showing that all charges are legitimate. A purchase receipt is required for all purchases. Failure to provide a purchase receipt will result in an investigation and possible termination of employment;

2. Provide the city budget number to be charged for each item purchased;

3. Each month, turn in the credit card invoice and backup documentation to Accounts Payable for payment.

E. Purchasing Agent must be notified prior to any credit card purchases being made for City business.

F. Other Charges – receipts for charges made locally on a City account must be obtained, signed, and contain an explanation and appropriate department. Receipts must be turned in that day to the supervisor who reviews, assigns a city budget category and then turns the receipts in to the Purchasing Agent. Charges can only be made by authorized employees.

3.15 Distribution of City-Issued Keys

- A. To protect the safety and security of City buildings, vehicles, pump houses, and other assets, keys for access should be issued to employees according to the following parameters:
1. City Treasurer: City office building, office door, computer room, key box.
 2. City Recorder: City office building, office door, records storage room.
 3. Department Heads: City office building, office door.
 4. Human Resources: City office building, office door, confidential employee records filing cabinet, key box.
 5. Administrative Assistants: As needed.
 6. Public Works Crew Chief: All City buildings, public works shop, electrical boxes and pump houses.
 7. Public Works: Town Hall and Community Center, public works shop, electrical boxes and pump houses.
- B. The City will maintain additional keys for building rentals and emergencies which are kept in locked key boxes in the City Treasurer's office and the Risk Management / H.R. office.
- C. The City will also maintain a key check-out log listing each employee and renter that has been issued keys. Individuals leaving City employment must surrender all keys issued to them during their tenure. Any employee not surrendering all keys will be charged, via a payroll deduction from his final paycheck, for the replacement of the associated locks, or the employee's final check may be withheld until the keys are returned.

- D. Keys for vehicles and equipment driven or used by public works employees shall be stored in a secure location inside the maintenance building. The maintenance building shall be locked at all times when there is not an employee in the building or working in the maintenance yard.
- E. All keys for building entrances, water vaults and electrical boxes shall be marked “Do Not Duplicate.”

3.16 Employee Training – Required and Elective

- A. Midway City is a member of the Utah Risk Management Mutual Association (URMMA). This organization provides risk management/safety training to member cities in order to raise safety awareness and reduce accidents. URMMA requires the following annual trainings by one of their professional staff members at no charge to member cities:
 - 1. Land Use Training; one City employee.
 - 2. Sewer Backup Training; one City employee.
 - 3. Defensive Driving Training; all employees who drive City vehicles.
 - 4. URMMA’s top ten personnel issues; all City supervisors.
 - 5. Harassment Training; all employees.
- B. As other elective trainings are scheduled employee attendance is required. Other training is for the benefit of the health, safety and welfare of the employees and Midway City as a whole.

3.17 Injury Report Form

See: Appendix F

3.18 Staff Report Distribution

- A. Applicants will receive a copy of the staff report for City Council and Planning Commission meetings.
 - 1. Staff reports will either be mailed or emailed to the applicant.

2. Applicants are required to submit a complete application that will include contact information and a brief description of their request.
- B. The only exception to this policy is confidential information will not be given to the applicant as part of the staff report.

(2011-04, Section 3.18 Added, eff. 2/9/2011)

3.19 Professional Review Deposit

- A. Projects which require review and/or inspection by the city planner, city attorney, city engineer, or other consultant(s) shall be billed to the applicant at the actual billed rates incurred by the City, in addition to all other fees. To assure prompt payment, the applicant shall deposit the required amount with the City, of which the City may draw to satisfy these costs.
- B. Projects other than subdivisions or annexations which require review by the city planner, city attorney, city engineer, or other consultant(s) (including but not limited to commercial projects) may also be required to set up a deposit account in amounts necessary to cover anticipated costs.
- C. All funds in applicant deposit accounts are available at all times for expenditure by the City to satisfy fees incurred by the City for the project. The City shall notify applicants monthly of the fees incurred during the previous month for the applicant's project. For all projects that require a deposit, if the balance on deposit for an applicant drops below a $\frac{1}{4}$ of the required initial deposit amount, the applicant must pay all outstanding billings for the month plus bring the deposit account back up to the required initial deposit amount, unless determined differently by staff. If at any time an applicant's deposit account does not comply with the provisions set forth herein, the City's staff and its contractors, agents and consultants shall stop work on the project until the account comes into compliance. At the conclusion or termination of a project, any unexpended amounts in an applicant's deposit account shall be refunded to the applicant.

(2010-26, Section 3.19 Added, eff. 2/9/2011)

3.20 Application Policy

- A. Applicants that would like to be heard before the City Council will be required to submit a complete application that will include:
1. Contact information

2. A brief description of the request

- B. Applicants may be required to submit a professional review deposit as per the Midway City Fee Schedule dependent on whether professional review is required for the request. The amount of the deposit will be \$500, unless determined differently by staff, and all of the unspent deposit monies will be returned to the applicant.

(2011-04, Section 3.20 Added, eff. 2/9/2011)

(2012-22 Section 3.21 Deleted & Combined with Section 3.2, eff. 9/12/12)

3.21 Capitalization Amount

For financial and auditing purposes the capitalization amount for Midway City will be \$5,000.

(2012-03, Subsection 3.22 Adopted, eff. 2/8/2012, 2012-22 Section 3.22 Moved to Section 3.21, eff. 9/12/12)

3.22 Reserve Balances in Funds

A. Capital Improvement Projects Fund

- 1. Midway City shall maintain at all times a reserve account in its Capital Improvement Projects (CIP) Fund. The balance in this account shall be no less than 35% of the average, over the previous five years, for CIP Fund revenue.

B. Water Fund

- 1. Midway City shall maintain at all times a reserve account in its Water Fund. The balance in this account shall be no less than 50% of the average, over the previous five years, for Water Fund revenue.

C. Use

- 1. These reserve amounts may be used by resolution if the City Council determines that a major unforeseen event or need exists. These reserve amounts shall not be used to merely balance the budget.

(2012-06, Subsection 3.23 Added, eff. 3/14/2012)

Section 6. Buildings

6.1 Town Hall/Community Center Rental

See: Appendix A

(2010-22, Subsection 6.1 Adopted, eff. 9/8/2010; 2011-05, Subsection 6.1 Amended, eff. 2/9/2011; 2011-17, Subsection 6.1 Amended, eff. 11/9/2011)

6.2 Town Hall Sign Board Policy

- A. In order for the signs to hang properly, grommets need to match the screws and wing nuts located at the four corners of the sign board. The size of the sign must be 4' x 8'.
- B. A sign may be hung two weeks prior to an event. Scheduling must be calendared with Midway City on a first come, first serve basis.
- C. The sign must be removed 24 hours after the event.

6.3 Combination to Safe at City Office Building

- A. The combination for the safe at the Midway City Municipal Building shall be known only by the following employees:
 - 1. City Treasurer
 - 2. City Recorder
 - 3. Administrative Assistant to the Treasurer
- B. The combination is not to be given out to any other individuals verbally, in writing or electronically.

6.4 Displaying Artwork in the City Office Building

- A. Complete an Artwork/Photo Display request (available at the City Offices).
- B. Obtain the Mayor's approval signature on the request form.
- C. Work with city employee(s) to determine which wall space will be used to display the images.
- D. The requester is responsible for purchasing their own City approved mounting fixtures for their displays. This must be *3M Command* removable picture hangers or a similar product which will not require putting holes in walls or ceilings and will not

harm any building surfaces. Several locations carry 3M products: Rite Aid, True Value, Wal-Mart, Staples, Target and K-Mart.

- E. Nails, screws, or any type of permanent adhesive hangers are not permissible.

Section 7. Equipment Maintenance

7.1 Surplus Property

- A. Sale of surplus property must first be approved by the City Council. Any property deemed to be surplus by the City will be advertised by item, description and selling price. Notice for bids, which includes a closing date, shall be first advertised in-house to employees. Items offered may include both “open” and “closed” bids, depending on the surplus item(s).
- B. Once the in-house deadline for bids is closed, any remaining surplus items will be noticed through public media, i.e., outside posting, newspaper, etc. The general public will then have the opportunity to bid until the posted closing date. A date and time may be scheduled for the general public to inspect surplus items during the open bid process.
- C. The City will follow its bid opening and awarding process in a fair and impartial manner.

7.2 City Vehicle Accident Procedures

The following procedures shall be followed anytime a City-owned vehicle is involved in an accident.

- A. Stop as soon as possible.
- B. Leave the vehicles where the accident occurred, except that such stop should be made without obstructing traffic more than necessary.
- C. Call the police.
- D. Do not leave the scene of the accident until the police have arrived and have told you that you may leave.
- E. Do not admit fault. Do not discuss the accident with anyone except police or Midway City’s insurance company representative.
- F. Obtain from all other drivers or witnesses involved in the accident their name, address, telephone number, registration number of the vehicles they are driving, the name of their insurance company, agency, and policy number, and ask to see their operator’s license.
- G. Produce your operator’s license for all other drivers.

- H. Give to each driver your name, address, and the following information concerning Midway City insurance:

Utah Risk Management Mutual Association
502 East 770 North
Orem, Utah 84097
801-225-6692

- I. Give to each driver the name, address, and phone number of the City:

Midway City
75 North 100 West
Midway, Utah 84049
435-654-3223

- J. Immediately notify Department Head, City Risk Manager and Mayor of the accident. All accidents will be reported immediately regardless of severity.
- K. Fill out an accident report and file it with the City Risk Manager within 24 hours of the accident.

7.3 Lock Out/Tag Out Policy

- A. Each employee will be required to fill out a repair tag and attach it to the machine or equipment that is in need of repair. This tag will remain with the machine until the machine/equipment has been repaired. If the said piece of equipment does not have a locking ring for a padlock, one will be installed with the lock out tag attached.
- B. Color codes will be used for the marking of specific types of equipment or utilities.
1. Orange colored tag: equipment maintenance.
 2. Red colored tag: power and phone utilities.
 3. Blue colored tag: water utilities and equipment.
 4. Green colored tags: will be used on any piece of equipment that needs to be sent to a specialist for repairs.
- C. The following information will be required on each tag.
1. The date

2. The time
 3. The employee name
 4. The description of the work being performed
 5. The repair information
 6. The repair date
 7. Employee release signature
- D. The locks and tags will be located in the equipment room located in the Public Works Maintenance Building.

7.4 Vehicle Replacement Plan

A. Purpose

1. The objective of this vehicle replacement guideline/procedure is to promote an orderly system of purchasing and funding a standardized fleet replacement process and to plan future departmental transportation requirements.
2. Replacement decisions are based on usage, service, and cost issues. A regular replacement cycle will keep the condition of the fleet at an optimum level reducing fleet maintenance costs and excessive out of service situations.

B. General

1. All City vehicles acquired and maintained by the Fleet Manager are recommended for replacement in accordance with this guideline/procedure and all departments are responsible for complying with these guidelines/procedures.
2. The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/or mileage criteria. This criteria is located later in these guidelines. Additional consideration will also be given to functionality, safety and overall condition of the vehicle.
3. As vehicles reach the targeted miles or age of replacement criteria, a vehicle maintenance evaluation will be performed by the Fleet Manager. Vehicle cents per mile relative to averages for the vehicle class will be analyzed to determine if the vehicle would be economical to retain for an additional year or targeted for disposal.

4. Vehicle and equipment leases may be entered into if it is deemed to be more fiscally advantageous than purchasing.

C. Fleet Services Vehicle Replacement Fund

1. Annual replacement charges to each participating department shall be placed in a separate account, in order to clearly segregate and maximize the replacement revenue available to replace fleet and road vehicles and equipment. It is the intent of this policy to pay cash for vehicles and equipment.

D. Acquisition

1. The Fleet Manager is responsible for acquiring all City vehicles with the approval of the City Purchasing Agent. Vehicles are normally purchased on State of Utah contracts. Whenever possible, local bid processes will be used for purchases to generate lower prices.
2. All vehicles to be purchased under both acquisition processes are reviewed by the Fleet Manager. Before any order is placed, the Fleet Manager and the user department will jointly review department requirements and vehicle specifications. It is the Fleet Manager's goal to select the proper vehicle for the customer. Suitability and appropriateness for the job intended, balanced by initial cost, depreciation/resale value and maintenance repair factors are the primary responsibilities for the fleet operating review. Compatibility with the rest of the fleet, fuel economy, safety/repair records and serviceability are also important considerations. Once the replacement cycle is complete, the replaced vehicle is evaluated, reassigned to another department or declared surplus and sold at auction or another disposal method as chosen by the City Council.

E. Replacement Criteria

1. Timely replacement ensures that vehicles are replaced once the vehicle's life cycle or economic costs reach a minimum. As previously stated, anticipated depreciation and resale value are considerations in replacing vehicles, however other criteria such as operating costs, safety standards and departmental needs are also evaluated.
2. The Fleet Manager recommends replacement of a vehicle based on criteria met for each class of vehicle. A technical/maintenance evaluation of requested replacement vehicles will be performed by replacement cycles, in terms of years and miles. The targeted replacement cycles, in terms of years and miles, are as follows:

<u>DESCRIPTION</u>	<u>AGE/MILES</u>
Automobiles	

Sedan 10 yrs./100,000 miles

Light Duty Trucks

Sports Utility 10 yrs./100,000 miles

Pickup & 4 x 4 10 yrs./100,000 miles

Medium &

Heavy Duty Trucks 15 yrs./150,000 miles

Miscellaneous Equipment By condition/hours of use

3. Add-on equipment with remaining useful life shall be reconditioned and reassigned.

(2011-08, Subsection 7.4 Added, eff. 4/13/2011)

7.5 Washing of Vehicles

Vehicles which are the direct responsibility of a City sponsored law enforcement taskforce, or similar organization, may be washed twice a month at commercial carwash facilities.

(2013-25, Subsection 7.5 Added, eff. 8/14/13)

7.6 Vehicle Fleet Gas Cards

A. Purpose

1. Gas cards are supplied to Midway City by the State of Utah for use in government vehicles and miscellaneous equipment only.

B. General

1. Each gas card has been assigned to a specific vehicle.
2. Each gas card has been assigned to a specific fuel type (unleaded gas or diesel).
3. The gas card must be used only on the equipment that it is assigned to. The state tracks how many gallons and miles each vehicle uses.
4. The odometer or hour meter number must be inputted to the pump's computer at the time of filling the vehicle.
5. No gas card will be allowed to go home with any employee. They must be left on the gas card board or in the assigned vehicle before leaving for the

night. There will be a daily morning check to see if cards are missing; the employee that checked the card out will be sent home without pay for the day if the card was not returned.

6. Employees must use their own PIN number when fueling their vehicle.
7. The city does not allow an employee to purchase fuel by charging it at the checkout counter; there is an additional cost for fuel when done this way.

(2013-32, Subsection 7.6 Added, eff. 9/11/13)

Section 8. Planning and Zoning

8.1 Recording of Plats/Delinquent Property Taxes

- A. It is the policy of Midway City that the City will refuse to record, or to allow the recording, of a plat, including but not limited to a subdivision, planned unit development, condominium or annexation plat, if there are unpaid and delinquent property taxes on some or all of the property within the boundaries of the plat at the time of the proposed recording.
- B. Notwithstanding Section 1 above, the City Council may, in its sole and absolute discretion, allow the recording of a plat with delinquent property taxes in limited and extraordinary circumstances under the following conditions:
 - 1. The applicant shall appear before the City Council to present the reasons for the applicant's request to record a plat with delinquent property taxes.
 - 2. The City Council may grant the request only if the Council finds that: (1) there is a strong likelihood that allowing the plat to be recorded with delinquent property taxes will enable all property taxes to be paid sooner than not allowing such recording; and (2) allowing such recording is not against the public interest.
 - 3. As a condition of granting the request, the applicant may be required to sign and record an agreement at the time of the plat recording that binds the applicant and the applicant's successors to pay any and all proceeds from the sale of any property within the plat first to payment of delinquent property taxes.

(2010-19, Subsection 8.1 Adopted, eff. 9/8/2010)

8.2 Building Outside of a Building Pad

- A. Applications for building and construction in planned unit developments (PUDs) in Midway City shall be strictly governed by Section 16.16.080(6) of the Midway City Code as set forth above.
- B. Notwithstanding the language of Section 16.16.080(6) of the Midway City Code, a roofless deck complying with the standards set forth in Section 3 below may be built in whole or in part outside of a unit's building pad, as shown on the PUD's recorded plat, under the following circumstances:
 - 1. The development rights for the PUD were vested with the City before the adoption of the original ordinance containing the restrictions found in Section 16.16.080(6) of the Midway City Code, which adoption occurred on October 25, 2006; and

2. The covenants, conditions and restrictions (CC&Rs) of the PUD explicitly state that building outside of the building pad is allowed; and
 3. The homeowner's association for the PUD confirms to the City in a written letter that the association does not object to the applicant building a roofless deck outside of the applicant's designated building pad as shown on the PUD plat.
- C. Under the circumstances described in sections 2A through 2C above, the City will grant an application to build a roofless deck outside of the applicant's designated building pad if the following standards are observed:
1. The deck may extend no more than ten feet (10') outside of the building pad.
 2. At no point may the deck be any closer than ten feet (10') from any other building pad in the PUD.
 3. All setbacks from the perimeter boundary lines of the plat for the PUD must comply with the requirements for the zone in which the PUD is located.
 4. All other City planning, zoning and building standards must be followed.

(2010-20, Subsection 8.2 Adopted, eff. 9/8/2010)

8.3 Business License Application Process for New Business Owners

- A. Obtain a Midway City business license application either in person at the City Office Building located at 75 North 100 West, or online at midwaycityut.org, under the "Business" tab.
- B. Meet with the City Planner to discuss general plans for the business and determine what type of business (i.e., home based, cottage or commercial) before considering approval of the application.
 1. City Planner: Michael Henke, 435-654-3223 Ext. 105, mhenke@midwaycityut.org.
- C. Once the City Planner has signed the application, take it to the Business License Administrator, Georgia McGuire. The original copy will be filed at the City, and you will receive a copy for the inspectors to sign. The Business License Administrator will also send an email to the inspectors with a copy of your application attached for their initial review.

- D. If your business is a dba (doing business as), you will first need to register with the Utah Department of Commerce and attach a copy of that paperwork to your business license application. The Department of Commerce website is www.commerce.utah.gov.
- E. Your place of business will need to have three inspections: Wasatch County Health Department, Wasatch County Fire District and Midway City Building Safety. These inspections are normally done on the first and third Wednesday of each month, and it is your responsibility to contact each of them for an inspection.
1. Midway City Building Inspector: Wendy Johnson, 435-654-3223 Ext. 2, wjohnson@midwaycityut.org.
 2. Wasatch County Health Inspector: Dwight Hill, 435-657-3261, dwichth@utah.gov.
 3. Wasatch County Fire Inspector: Jerry Davis, 435-671-1474, janetcarson01@hotmail.com.
- F. If the business license is a conditional use in a commercial zone or a cottage industry business, the applicant will be scheduled to attend a City Council meeting for legislative consideration. The applicant will be informed of the date, time, and location of the scheduled City Council meeting. The City Planner will determine the business category. Home business applications will be administratively approved by the City Planner.
1. Make sure that all of the inspections are completed before the City Council meeting date.
 2. Inform the inspectors when the application is scheduled to go before the City Council. If the inspectors are unable to pass off the inspection, you will need to contact the Midway City Planning Department and be removed from the City Council's agenda.
- G. On the Monday before the application is to go before the City Council you will receive an email reminder of the meeting confirming the date, time, and location. If you are not able to be in attendance, your application review will be rescheduled to the next City Council meeting.
- H. Once your license has received all the necessary inspections and approvals, you will be notified by email or U.S. mail, with an invoice for payment. Payments can be made in person at the Midway City Office Building located at 75 North 100 West, or by mail to PO Box 277, Midway, Utah, 84049.
- I. Your business license will be issued once payment has been received.

8.4 Business License Application Process for Administrator

The City Business License Administrator shall adhere to the following procedures when approving a new business license application.

- A. Look over the application for correct and complete information. If there is incomplete or incorrect information attach a note to the application and indicate what is incomplete or incorrect and what the applicant needs to do to provide this information.
- B. Set up a time to meet with the City Planner to discuss general plans for the business before considering approving the application.
 1. City Planner: Michael Henke, 435-654-3223 Ext. 105, mhenke@midwaycityut.org.
- C. Give the applicant contact information for Midway City Building Safety, Wasatch County Health Department and the Wasatch County Fire District when the applicant turns in an application. Inform the applicant that inspections are done on the first and third Wednesdays of each month.
 1. Midway City Building Inspector: Wendy Johnson, 435-654-3223 Ext. 2, wjohnson@midwaycityut.org.
 2. Wasatch County Health Inspector: Dwight Hill, 435-657-3261, dwichth@utah.gov.
 3. Wasatch County Fire Inspector: Jerry Davis, 435-671-1474, janetcarson01@hotmail.com.
- D. If the business license is a home occupation without a conditional use or extenuating circumstances, it can be processed administratively once the inspections are complete.
- E. Scan the application into the computer as a PDF file.
- F. Email the PDF-formatted application to the health inspector, fire inspector and building safety inspector and inform them that the applicant will contact them.
- G. If the business license is a conditional use in a commercial zone or a cottage industry type business, schedule the applicant to attend a City Council meeting for legislative consideration. The applicant will be informed of the date, time, and location of the scheduled City Council meeting. The City Planner will determine the business category.

1. All the inspections are to be completed before the application goes before the City Council.
 2. Give a hard copy of the application to the City Recorder and place on the City Council agenda.
- H. On the Monday before an application is to go before the City Council contact the applicant to remind him/her of the meeting. Confirm the date, time, and location. If they are not able to attend then reschedule with the applicant and inform the City Recorder of the change.

8.5 Required Signatures for Plats

- A. The following signatures shall be required on subdivision and planned unit development plats before they are recorded:
1. Midway City Mayor, attested by the City Recorder
 2. Midway City Planning Commission Chair (optional for amended plats)
 3. Midway Planning Director
 4. Midway City Attorney
 5. Midway City Engineer
 6. A land surveyor licensed in the State of Utah
 7. The signatures of all affected parties owning any right, title or interest in the property contained within the plat
 8. Midway Sanitation District Board Chair or, if public sewer is not available, then a designated representative of the Wasatch County Health Department (optional for amended plats)
 9. Midway Irrigation Company President (optional for amended plats)
 10. Wasatch County Surveyor
- B. The following signatures shall be required on annexation plats before they are recorded:
1. Midway City Mayor, attested by the City Recorder

2. Midway City Attorney
3. Midway City Engineer

8.6 Identifying Changes on Amended Plats

All changes on amended plats shall be identified. A numbered triangle shall be placed next to each change. A legend on the plat shall show each numbered triangle and describe the associated change. Variations or exceptions may be allowed as authorized by city staff.

Section 9. Building Safety

9.1 Clearance to Excavate

No applicant for a site disturbance permit associated with a building permit may commence any excavation for the project until the Zoning Department has finalized their approval of the permit.

9.2 Adoption of Building Codes

Midway City shall adopt new uniform building codes as required by the State of Utah. These codes shall be adopted by ordinance and include any amendments by the State.

Section 12. Parks and Recreation

12.1 Town Square/Park Pavilions Rental

See: Appendix B

(2010-23, Subsection 12.1 Adopted, eff. 9/8/2010, 2011-05, Subsection 12.1 Amended, eff. 2/9/2011)

Section 13. Cemetery

13.1 Burial Times and Dates

Burial times and dates must be cleared in advance with Midway City, to avoid any conflicts with other services taking place.

13.2 Payment of Costs

Arrangements must be made in advance of the burial for payment of opening and closing costs.

13.3 Access to Grave during Burial

No one other than City personnel will be allowed to remain at the grave site during the burial. Family and friends are welcome to return to the grave site one hour after the service. This will allow City personnel time to fill in the grave site and avoid the risk of anyone being injured during the burial process.

Section 14. Tourism and Culture

14.1 Special Event License

See: Appendix G

(2011-05, Subsection 14.1 Added, eff. 2/9/2011)

Section 18. Water

18.1 Frozen Water Line Prevention and Defrosting

- A. An outside water tap with an attached garden hose is allowed to continuously run without charge when winter temperatures drop below freezing. A stream about the size of a pencil is allowed and should prevent freezing.
- B. Water should not be run from the inside of a building or residence into the sewer. This increase of water into the sewer system results in higher sewer bills for all customers.
- C. Midway City cannot determine which water lines may freeze and takes no responsibility for frozen water lines on the water user's side of the meter. Any expense to defrost a water service will be the sole responsibility of the water user.
- D. It is the sole responsibility of the home/property owner to defrost the water service on their side of the water meter. The City will defrost the water meter and the water lines on its side of the meter.

Appendix A – Town Hall and Community Center Rental Contract



Midway City Town Hall and Community Center Rental Contract

Name of Renter _____ Date of Requested Rental _____

The Town Square and City Parks are public facilities owned, operated and administered by Midway City Municipal Corporation. The Renter agrees to respect the grounds, buildings, furnishings, and equipment.

BOOKING GUIDELINES

1. Space will be booked only when a completed, signed and approved application is on file, and rental fee is paid. Rentals are only allowed to persons 21 years of age or older.
2. Midway City may terminate any rental when it is necessary for the safety and enjoyment of the public, for the protection of resources, or for violation of any rules and regulations of Midway City, or deemed necessary in the public interest. No liability will be incurred by the City, its agents or employees, by reason of such termination, and no rebates, refunds, fees, rents or deposits will be made solely because of such termination.
3. Renter shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval from the City. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any rights or privileges under such assignment or sublease.
4. Events which include sales in public facilities or admission charges require special notation on application and approval.
5. Cancellations: Rental fees/deposits are 100% refundable 30 days or more prior to reservation; 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental. Changing or cancelling a date less than 14 days prior to the rental results in complete forfeiture of any fees.
6. Midway City reserves the right of final administrative decisions regarding approval or denial of all building rentals.
7. Government entities or government affiliates please contact the Midway City office at 435-654-3223 for rates.
8. City buildings are not available for rental on Sunday.

RENTAL FEES – HALF DAY MINIMUM 7:00AM – 2:00PM /OR/ 3:00PM – 11:00PM

	TOWN HALL 140 West Main	COMMUNITY CENTER – 160 West Main		
		Large Hall	East Room	Conference Room
Private or Non-Profit**	\$300 full day /\$50 Add Day \$150 half-day/\$25 Add. Day	\$150 full day / \$30 Add. Day \$ 75 half-day/ \$15 Add. Day	\$25 + \$5 Add. Day	\$15 + \$5 Add. Day
Commercial	\$500 full day /\$85 Add. Day \$250 half-day/\$45 Add. Day	\$250 full day / \$50 Add. Day \$125/half-day/\$25 Add. Day	\$50 + \$10 Add. Day	\$25+ \$10 Add. Day

**** If an organization provides the City with an annual plan and schedule, then by separate addendum, rental rates may vary.**

Rooms in the Community Center will be rented on a separate basis according to the schedule above. Charges will be assessed per room. Rental of one room does not allow use of any other rooms in the building without paying the additional rental fee(s). No exceptions will be made. This will help defray costs of utilities and upkeep (Theater sets, seats, decorations, etc. must be stored on the stage or elsewhere, not on the hall floor, if other patrons ask to rent the buildings.) There is also a \$500 damage/cleaning deposit due when the key is picked up.

Appendix A – Town Hall and Community Center Rental Contract

Please check all items that you plan to use: Town Hall Kitchen Tables Chairs Piano
 Community Center Community Center East Room Microphones & Stands # Needed _____
 Full Sound System (City Technician Required) Other _____

ROOM CAPACITY

Attendance will be limited to the occupancy load of the facility.

Town Hall: 882 occupants with chairs only; 411 with tables and chairs
Community Center Multipurpose Room: 174 occupants with chairs only; 81 with tables and chairs
Community Center East Room: 67 occupants with chairs only; 31 with tables and chairs

PAYMENT SCHEDULE

- * Rental fee is to be paid at time of reservation.
- * Damage/cleaning deposit fee of \$500 is due when key is picked up.

CANCELLATION POLICY

- * Rental fees are 100% refundable 30 days prior to rental date.
- * 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental date.
- * Changing or cancelling a date less 14 days prior to the rental date results in complete forfeiture of any fees.

CLEAN UP AND DAMAGE FEES

- * A \$500.00 damage/cleaning deposit is required on rentals and events that is fully refundable if the facility is left in satisfactory condition and there is no violation of tobacco, alcohol or controlled substance use.
- * Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the City.
- * Renter will be held responsible for the behavior of all attendees and vendors. If the Facility is damaged or left unclean, the Renter will pay all costs of clean up and repair. Costs will be taken from the damage/cleaning deposit and Renter shall be responsible for any outstanding balance.
- * The damage/cleaning deposit, minus any necessary deductions for damaged property or clean-up if the facility is not left in a satisfactory condition, will be returned within two (2) weeks of the event. If any part of the deposit is withheld, an explanation will be sent two (2) weeks after the scheduled event.
- * Renter agrees to promptly call building maintenance at 435-671-7387 should any problem arise with the facility during the rental period. If it is found that the cause of the problem is the result of Renter's, its agents', vendors' employees' licensees', permittees', contractors' subcontractors' or invitees' conduct, Renter agrees to pay an hourly charge of twenty dollars per hour (\$20.00/hr.), with a two (2) hour minimum for maintenance services or the charges will be deducted from the damage/cleaning deposit.
- * Clean-up equipment and instructions are located in the kitchen of the Town Hall and the janitor's closet in the Community Center.
- * Scenery, decorations, or personal items must be removed from the building the day of use or another day's rental will be charged.
- * Trash must be put in the dumpster north of the building.
- * Food, soda pop cans, water bottles, cups, etc. shall be emptied and disposed of in trash cans with liners.
- * Kitchen, if used, should be left scoured and clean, floors mopped, oven and fridge cleaned and all food removed (including food in the refrigerator).
- * Chairs and tables should be properly cleaned and stored.

Midway Town Hall & Comm. Center Rental
 Rev. April 2013

Appendix A – Town Hall and Community Center Rental Contract

<ul style="list-style-type: none"> * Benches should be placed along the side walls. * All floors should be free of litter and refuse (all spills mopped up). * Parking lot litter must be removed. * Restrooms should be left clean and free of litter and refuse. * Dirt or smudges should be removed from the walls.
BEFORE THE RENTAL
<ul style="list-style-type: none"> * Renter agrees to obtain permits, business licenses or special event licenses that may be required for the event. Any concession sales must receive written, advanced approval from the City. * No property may be delivered to the Facility prior to Renter's scheduled set-up time.
DURING THE RENTAL
<ul style="list-style-type: none"> * Attendance Control. Renter will be responsible for ensuring that the occupancy limit is not exceeded. Occupancy Town Hall – 882 occupants with chairs only; 411 with tables and chairs * Community Center multipurpose room - 174 occupants with chairs only; 81 with tables and chairs * Community Center east room - 67 occupants with chairs only; 31 with tables and chairs * No open flames, candles, fireworks, fires or charcoal gas barbecues or propane tanks of any kind are allowed in the building. * No pets or animals of any kind are allowed except service animals where appropriate. * Event must end at 10 p.m.
AFTER THE RENTAL
<ul style="list-style-type: none"> * Clean up should be completed by the Renter immediately following the event. * The facility should be left in broom-clean condition. * Renter is responsible for bagging and removing all trash. There is a dumpster located north of the building for your convenience. * All lights should be turned off, all windows closed and doors locked prior to vacating the facility. * Event must end at 10 p.m. Renter must remove all event materials and vacate facility by the end of the rental period or by 11 p.m. at the latest (unless other arrangements are made). * The City will not be held responsible for any items left behind by the Renter.
OTHER POLICIES
<ul style="list-style-type: none"> * Enforcement of "No Smoking" and "No Alcohol". The Town Hall and Community Center are municipal buildings, and are therefore subject to the state laws prohibiting smoking in public buildings. Renter will be responsible for any violations of the no smoking ordinance during the rental period. In addition Midway City prohibits any alcoholic beverages or controlled substances on City property. Violations result in forfeiture of the damage/cleaning deposit and immediate termination of event. * Decoration Rules. No decorations are to be hung from the ceiling. No tape that damages, or nails, staples, or hooks should be placed on the walls; floors, or stage. Floor protectors must be used for items placed on the floors, and no open water containers should be placed on the floors. The curtains are to be protected: i.e., no items should be hung on the curtains and they are not to be misused in any way. * Sound/Light Technician: If patrons need to use the Town Hall sound and light equipment, a technician will be provided. If sound and lighting systems are used in a minimal manner, i.e., one microphone or the connection of a renter's audio system to the building system, there will be a flat fee of \$50. If the audio and/or lighting requirements exceed the "single microphone" or "audio interconnection" outlined in the previous paragraph, the fee will be \$25 per hour. If you bring your own equipment, and are not connecting into any building systems, please provide your own technician.

Midway Town Hall & Comm. Center Rental
Rev. April 2013

- * **Properly Securing the Facility.** Renter agrees to properly secure the facility by making sure the windows and doors are properly secured and lights turned off.
- * **Children under 18 years of age.** No child should be unattended in the facility for any reason at any time whatsoever. An adult 21 years of age or older must accompany any groups or individuals under the age of 18.
- * **No Endorsement.** Permission to meet in the Facility in no way constitutes endorsement by Midway City of the policies or beliefs of the organization or individual(s) using the facilities. No advertisement or announcement implying such endorsement is permitted.
- * The Renter further agrees that it will exercise reasonable care and will not:
 - a. Leave the Facility unlocked and unattended at any time.
 - b. Damage or disturb any landscape.
 - c. Damage or deface any structure or property.
 - d. Disturb, deface, remove or relocate art work or any other property within the Facility.
 - e. Allow noise levels to exceed those permitted by the City ordinances and State law.
 - f. Allow smoking, alcohol or controlled substances inside the facility at any time.
 - g. Allow pets inside the facility at any time, with the exception of service dogs.
- * The Renter agrees that should any questionable circumstance arise during the rental, the City shall be the final arbiter. The City reserves the right to stop functions that violate the terms set forth in this Contract. Under those circumstances, visitors may be asked to leave the premises, and the damage/cleaning deposit will be forfeited.
- * At no time shall exits or exit signs be covered or obstructed.
- * Authorized representatives of Midway City shall have the right to enter the facilities and all parts thereof at any and all times during a scheduled event.
- * **If a scheduling conflict between two parties arises, the City will communicate with both parties in an effort to resolve the conflict. If the parties are unable to agree upon a solution, the first request received by the City will be given priority.**

GOVERNING LAW AND INDEMNIFICATION

The Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of Midway City, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the City and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of this Rental Contract by the Renter, (b) the Renter's use of the Facility or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the City and its officials, employees and agents.

INSURANCE

Event liability coverage is the Renter's responsibility. The commercial Renter may be required to secure Commercial General Liability insurance with limits of at least **\$1,000,000 per occurrence/\$2,000,000 aggregate**, and which names the City as an additional insured. The City will determine if insurance coverage is required.

Appendix A – Town Hall and Community Center Rental Contract

RENTAL CONTRACT – MIDWAY CITY BUILDINGS		
Please check all items that you plan to use: Town Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Piano <input type="checkbox"/>		
Community Center <input type="checkbox"/> Community Center East Room <input type="checkbox"/> Microphones & Stands <input type="checkbox"/> # Needed _____		
Full Sound System (City Technician Required) <input type="checkbox"/> Other _____		
Date of Event: _____ Time of Event (start): _____ (end): _____		
Type of event: _____ Set-up Date/Time: _____		
Name of Renter: _____		
Name of Contact, if Organization: _____		
Phone (work): _____ (cell): _____ (home): _____		
Address: _____		
City: _____ State: _____ Zip Code: _____		
Anticipated Number of Attendees: _____		
The Renter agrees to pay the rental fee to the City plus a \$500.00 damage/cleaning deposit.		
Will there be concessions or sales of any kind at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide additional details: _____		
Failure to adhere to the rules and regulations will result in closure of the event and forfeiture of all deposits.		
I have read and agree to conform to and/or enforce the terms set forth in the Rental Contract. As the Renter, I hereby agree to be personally responsible on behalf of myself/my organization for any damage sustained at the Town Hall or Community Center caused during my event.		
This contract is not valid until signed by both parties. All changes to this Contract must be in writing.		
I UNDERSTAND AND ACCEPT ALL TERMS OF THIS CONTRACT:		
_____ Signature of Renter	_____ Print name of Renter	_____ Date
_____ Signature of City Representative	_____ Print name of City Representative	_____ Date
Check # _____ Rental Paid: \$ _____ Check #: _____ Deposit: \$ _____ Key # issued: _____		
Post-Event: Building(s) inspected and approved by: _____		
Deposit Refunded: \$ _____ Check #: _____ Date: _____		

Midway Town Hall & Comm. Center Rental
Rev. April 2013

Appendix B – Town Square and City Park Pavilion Rental Contract

* Changing a date less than two weeks prior to the rental date is treated as a cancellation and rebooking, therefore the above penalties apply.

CLEAN UP AND DAMAGE FEES

- * Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the City.
- * Renter will be held responsible for the behavior of all attendees and vendors. If the Facility is damaged or left unclean, the Renter will pay all costs of clean up and repair.
- * Renter agrees to promptly call building maintenance at 435-671-7387 should any problem arise with the facility during the rental period. If it is found that the cause of the problem is the result of Renter's, its agents', vendors' employees' licensees', permittees', contractors' subcontractors' or invitees' conduct, Renter agrees to pay an hourly charge of twenty dollars per hour (\$20.00/hr.), with a two (2) hour minimum for maintenance services or the charges will be deducted from the damage/cleaning deposit.
- * Trash must be put in the dumpster located in the park.
- * Food, soda pop cans, water bottles, cups, etc. shall be emptied and disposed of in trash cans with liners.
- * Parking lot litter must be removed.
- * Restrooms should be left clean and free of litter and refuse.

BEFORE THE RENTAL

- * No property may be delivered to the Facility prior to Renter's scheduled set-up time.
- * **Town Square Lights:** Arrangements must be made with the Public Works Department **48 hours in advance** to have the Town Square lights turned on at dusk and turned off after the event.
- * **Sprinkling System:** Arrangements must be made with the Public Works Department **48 hours in advance** to have the sprinkling system turned off.

DURING THE RENTAL

- * **Music.** Amplified music in the park requires a Special Event License.
- * **No open flames,** candles, fireworks, fires or charcoal or gas barbecues of any kind are allowed inside the pavilion.
- * **No pets** or animals of any kind are allowed except service animals where appropriate.
- * Event must end at 10 p.m.

AFTER THE RENTAL

- * Clean up should be completed by the Renter immediately following the event.
- * The facility should be left in broom-clean condition.
- * Renter is responsible for bagging and removing all trash. There is a dumpster located in the park for your convenience.
- * Where applicable, all lights should be turned off and all windows closed prior to vacating the Town Square Pavilion.
- * Event must end at 10:00 p.m.; **any music must end at 9:00pm.** Renter must remove all event materials and vacate facility by the end of the rental period or by 11 p.m. at the latest (unless other arrangements are made).
- * The City will not be held responsible for any items left behind by the Renter.

OTHER POLICIES

- * **Enforcement of "No Smoking" and "No Alcohol".** Midway City prohibits any tobacco products, alcoholic beverages or controlled substances on City property. Violations may result in immediate termination of event.
- * **Decoration Rules.** No decorations are to be hung from the ceiling. No tape that damages, or nails, staples, or hooks should be used.

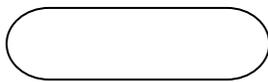
Appendix C – Purchasing Procedures

The following flowcharts detail the step-by-step procedures for making purchases for Midway City. The specific procedure to be used for a purchase is determined primarily by the anticipated cost and secondarily by the type of commodity or service requested.

It is recommended that sealed bids or sealed proposals be used for all purchases with an anticipated cost of \$25,000 or more. However, the procedure shown in Chart 3 may be used up to an anticipated cost of \$40,000 for building improvements or \$125,000 for public works projects.

Legend

The following standard flowchart shapes are used:



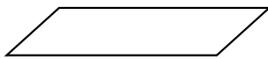
Beginner/Terminator



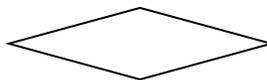
Process



Alternate Process



Information
Entering/Leaving



Decision



Document Created



Off-page Connector

Shapes shown in solid lines indicate steps that must be completed. Shapes shown in dashed lines indicate steps that may not be applicable depending upon the commodity or service requested.

Chart 1: Purchasing Procedure (\$1 – 1,499)

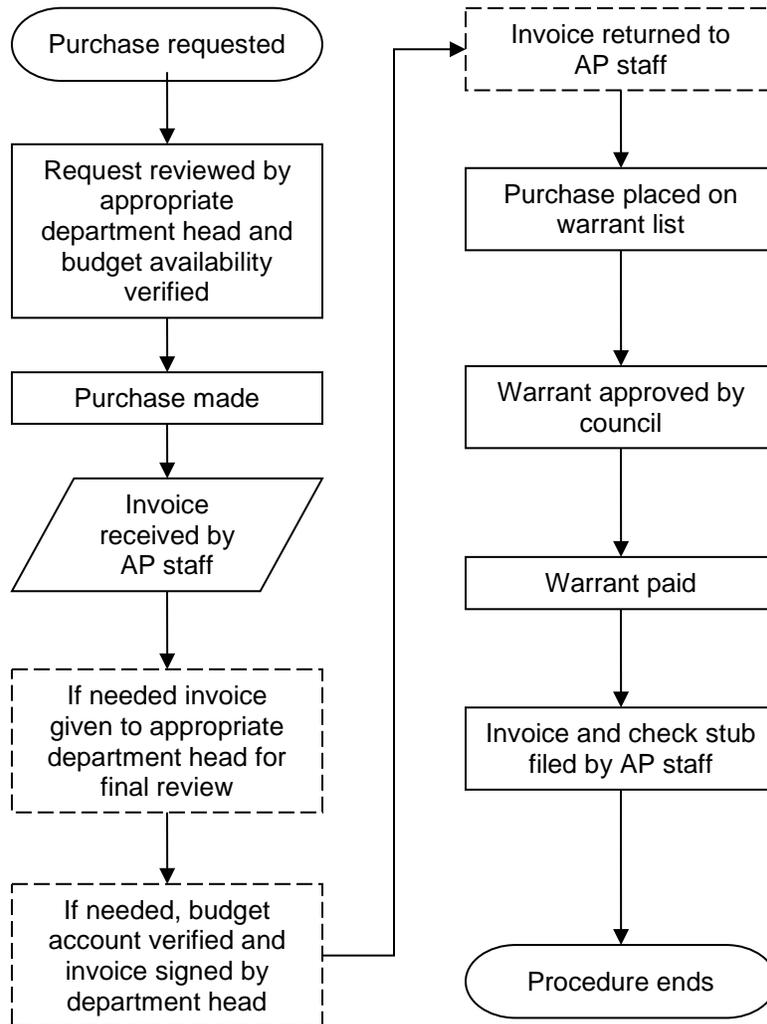


Chart 2: Requisition Purchasing Procedure (\$1,500 – 4,999)

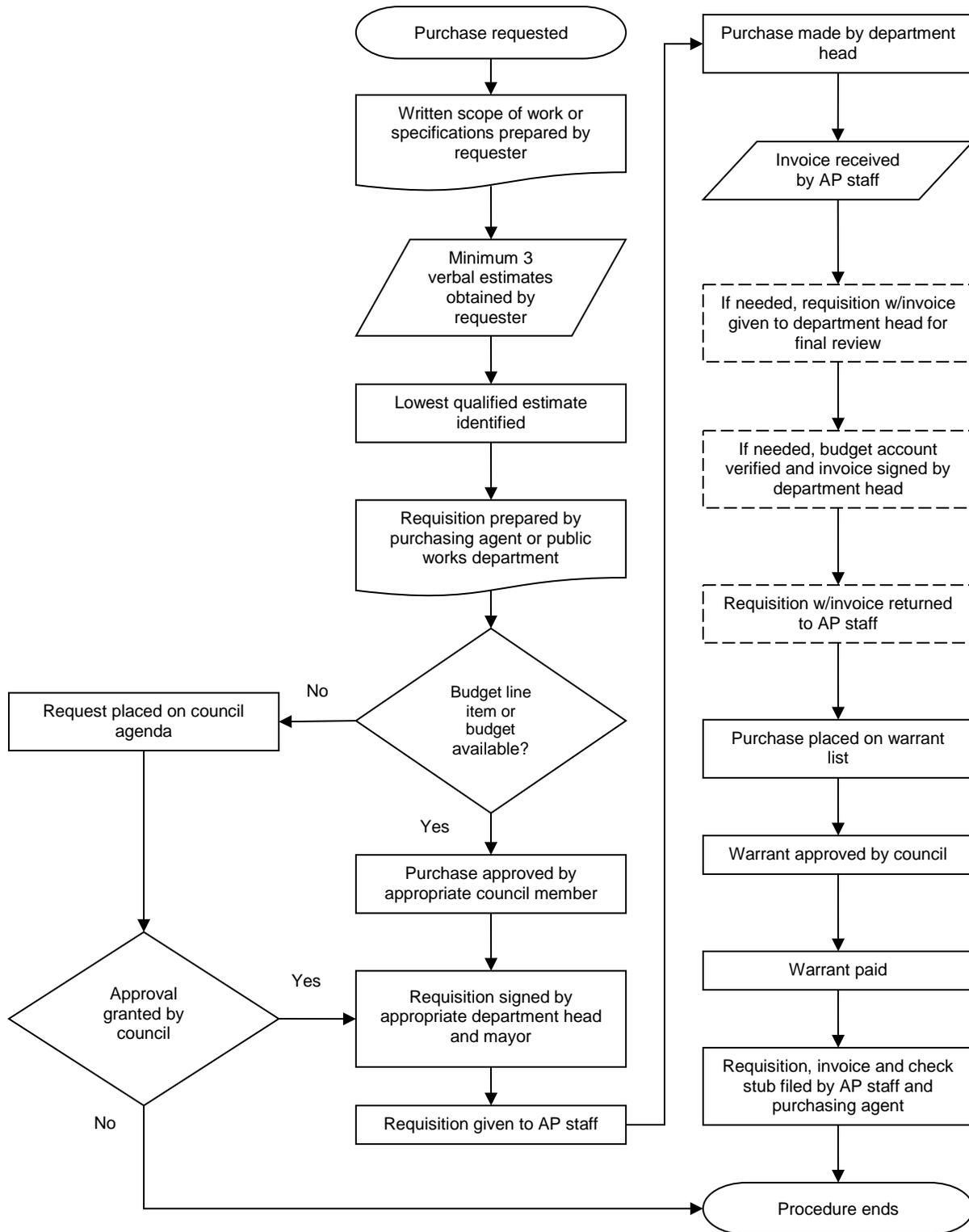


Chart 3: Requisition Purchasing Procedure (\$5,000 – 24,999)

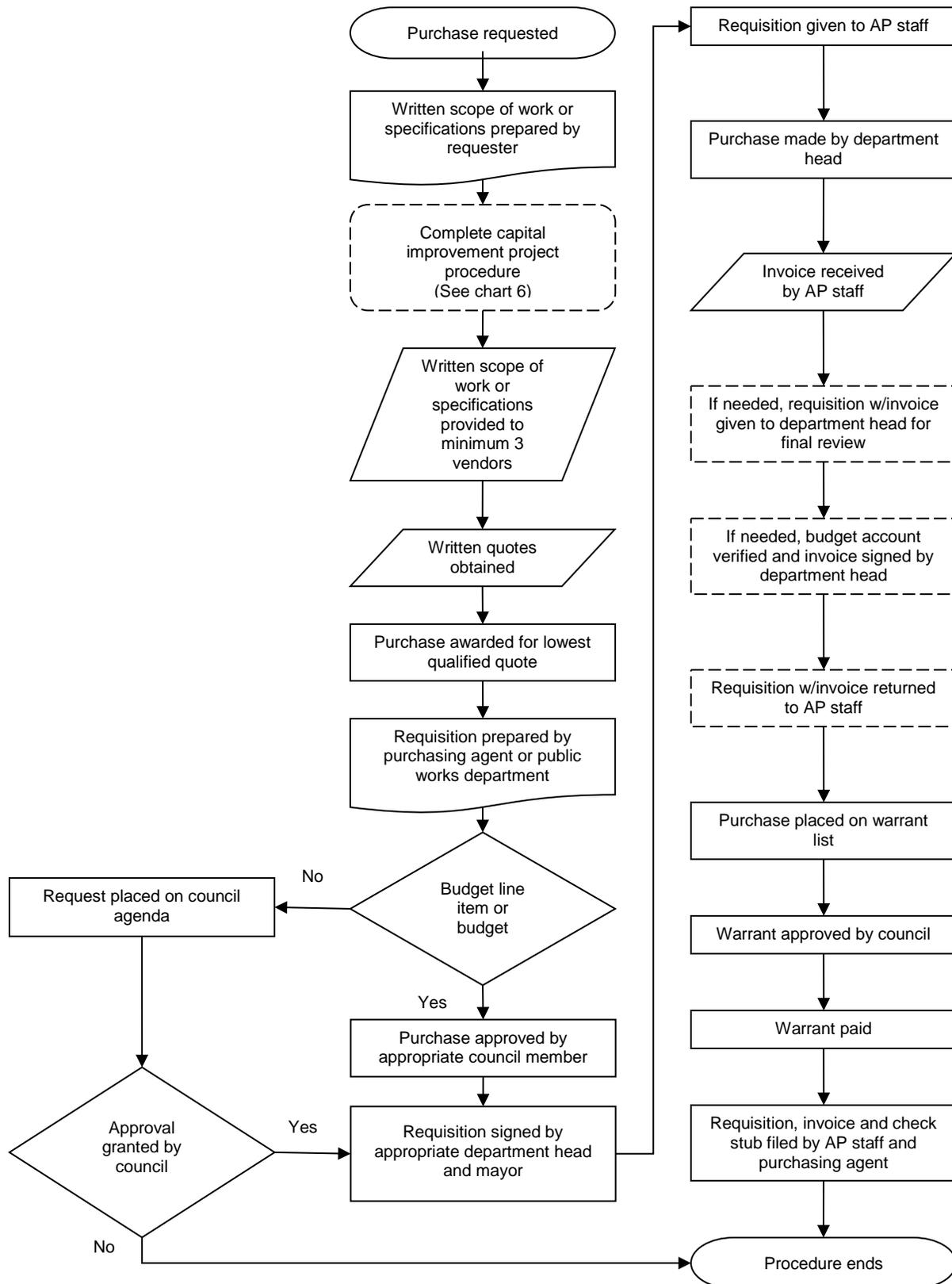


Chart 4: Sealed Bid Procedure (\$25,000+)

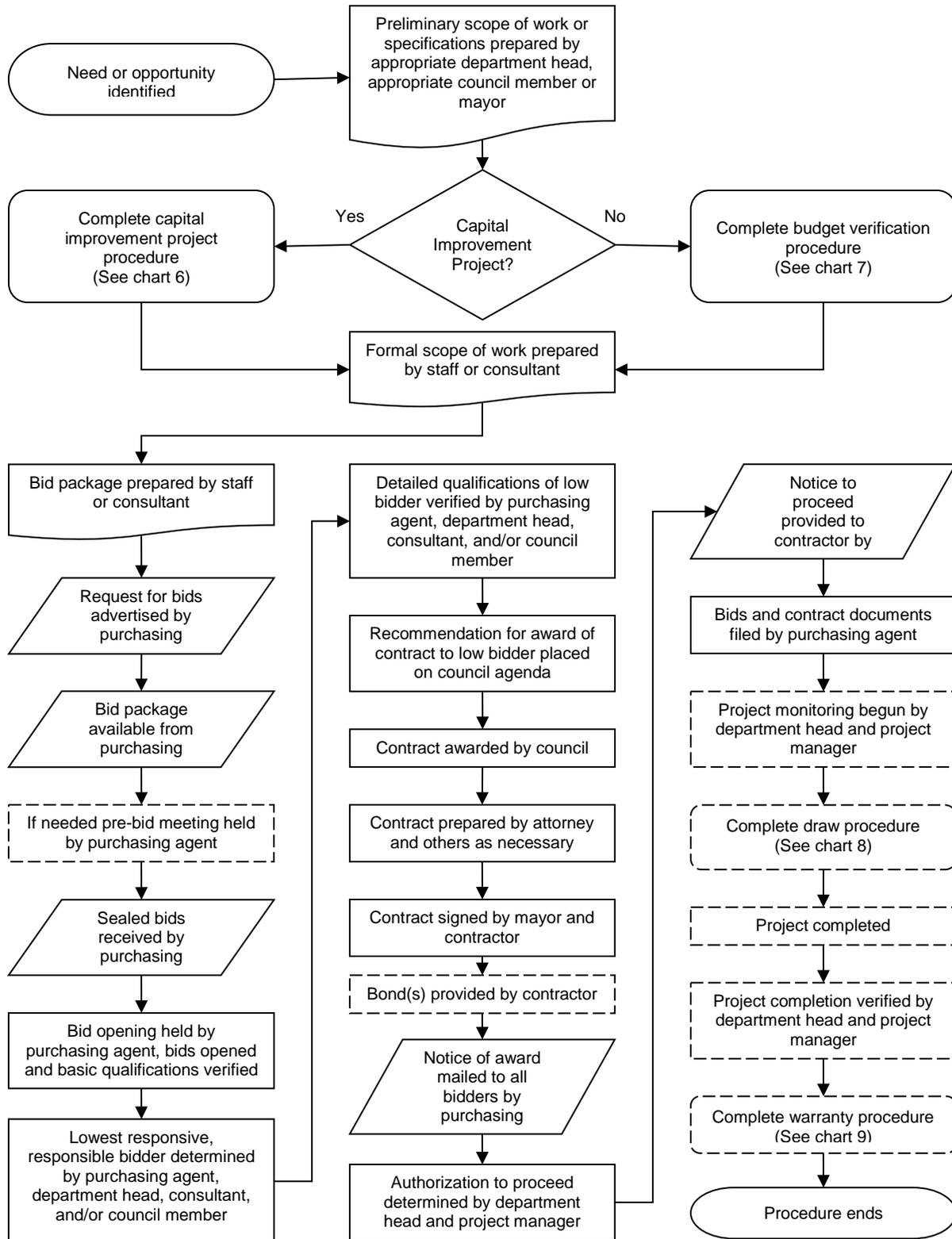
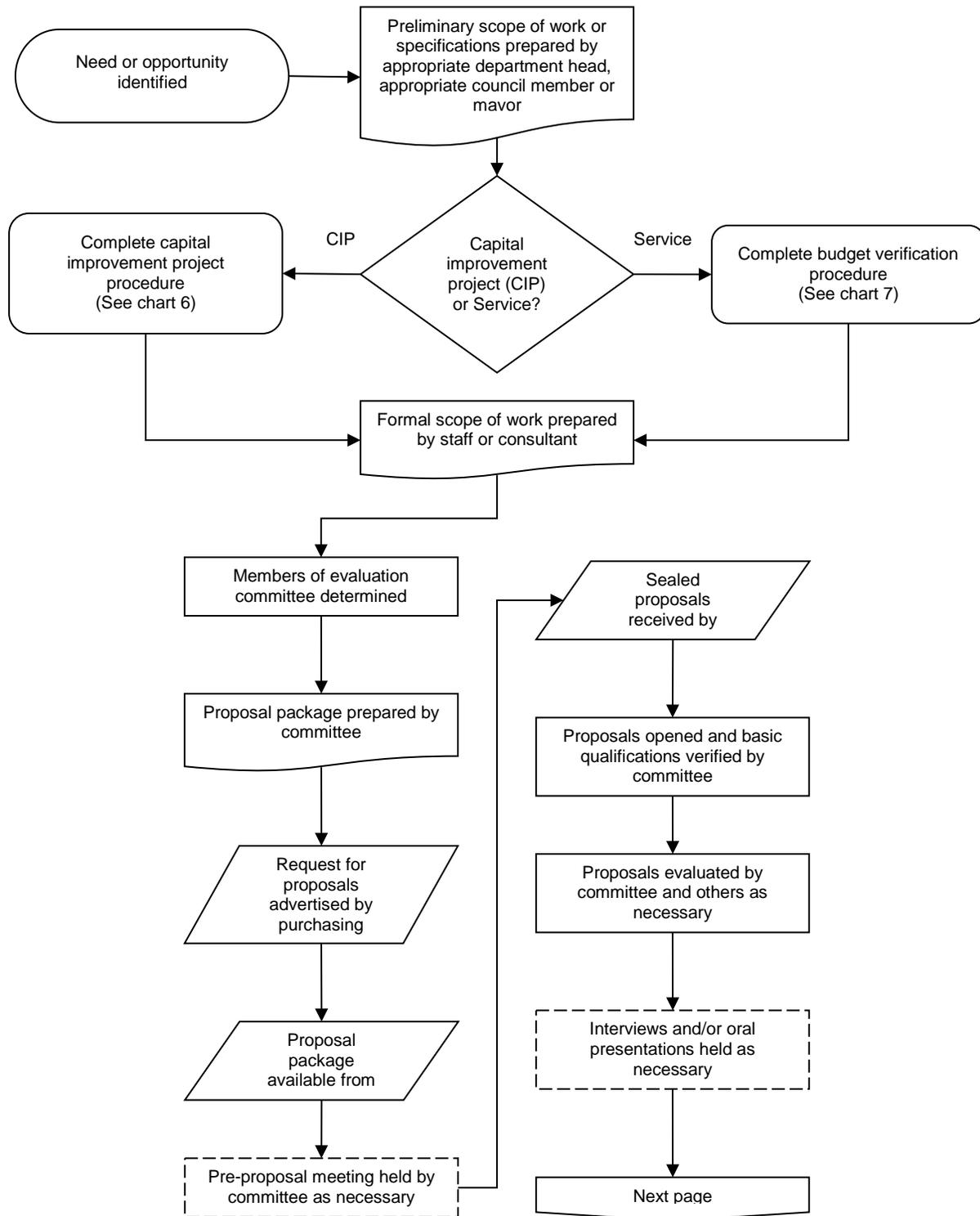


Chart 5: Sealed Proposal Procedure (\$25,000+)



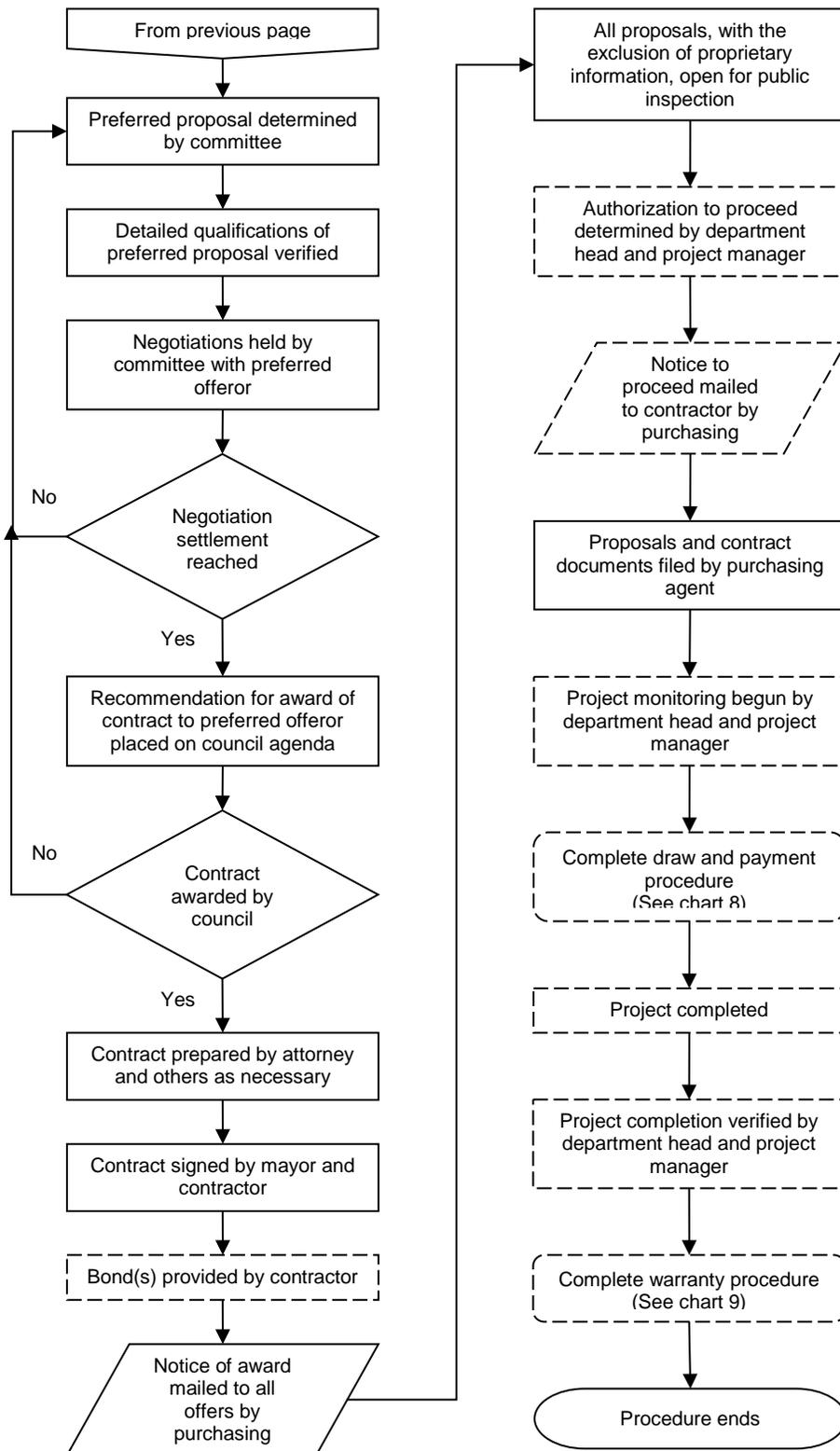


Chart 6: Capital Improvement Project Procedure (\$5,000+)

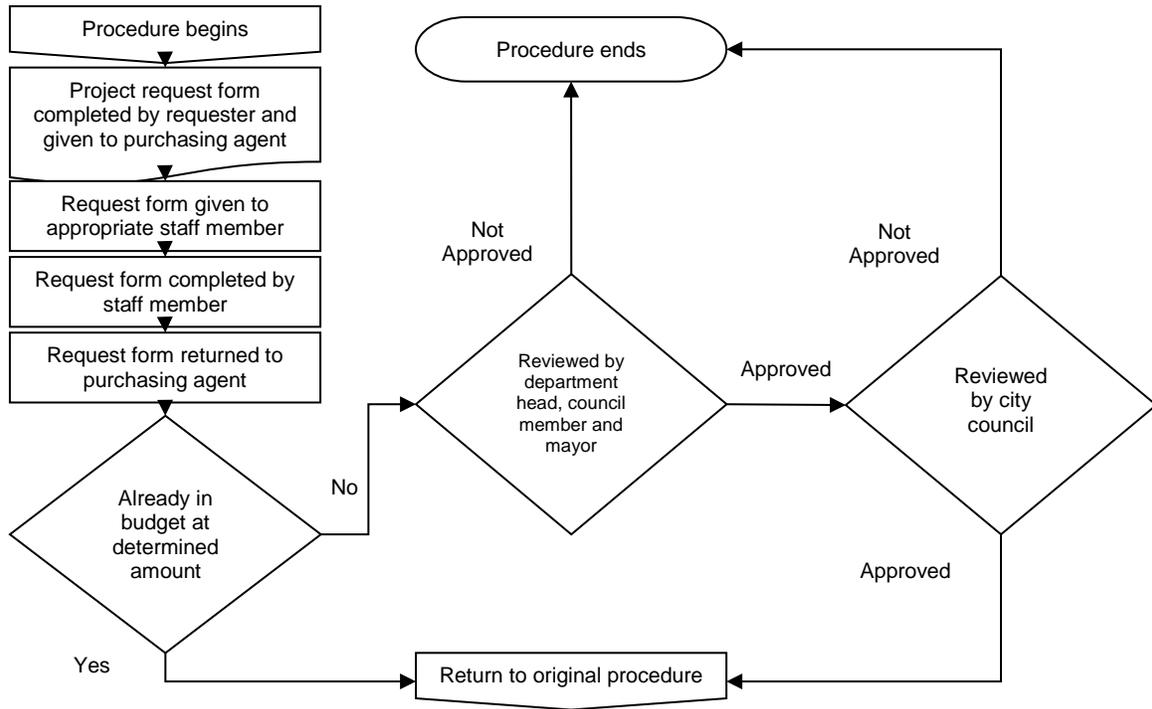


Chart 7: Budget Verification Procedure

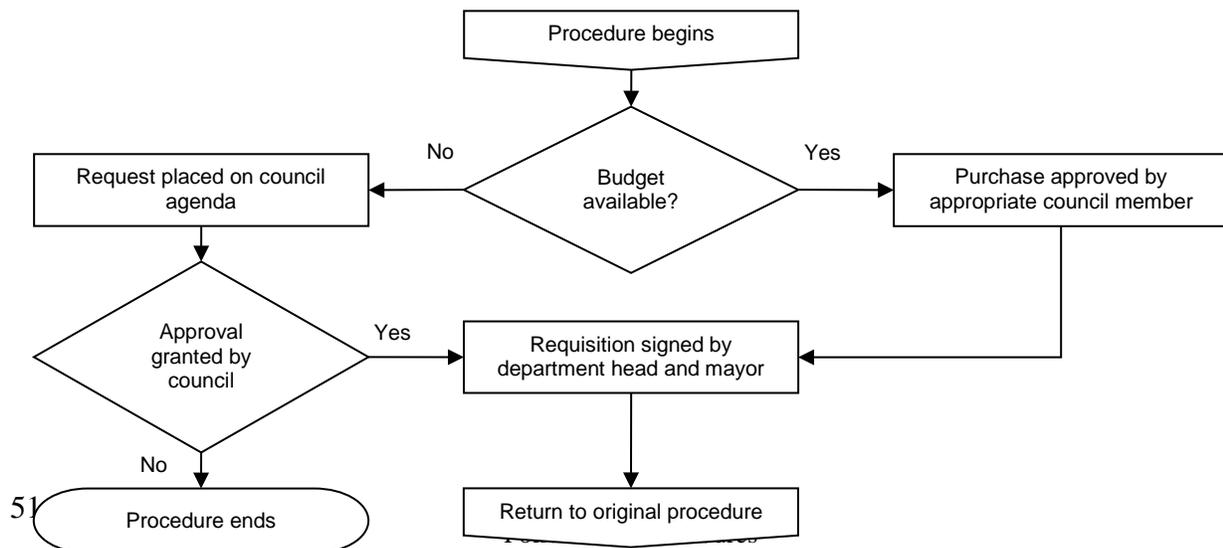


Chart 8: Draw Procedure

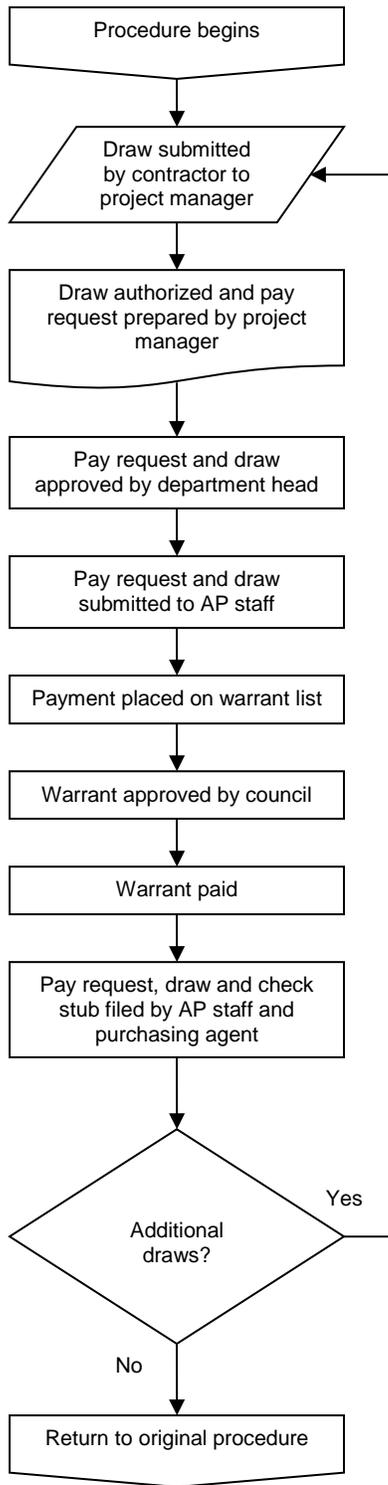


Chart 9: Warranty Procedure

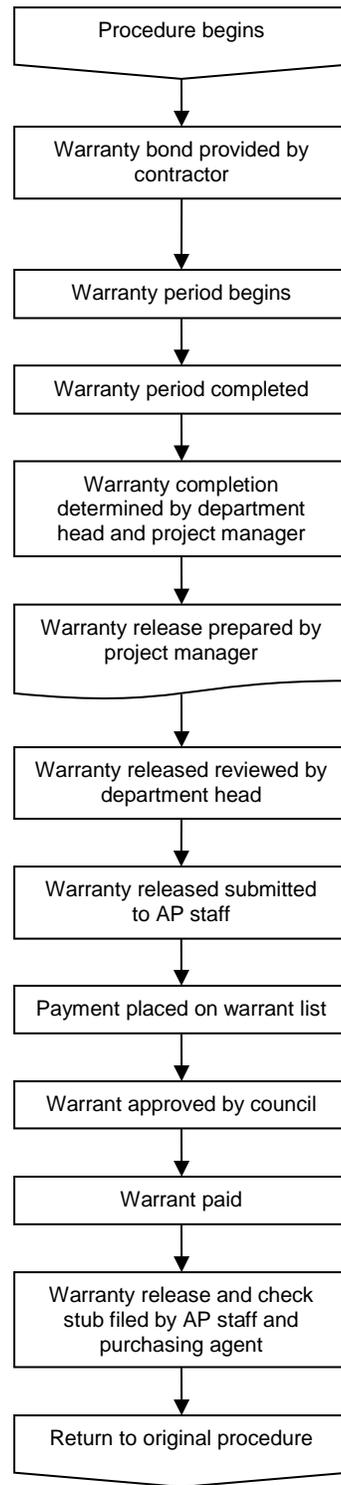
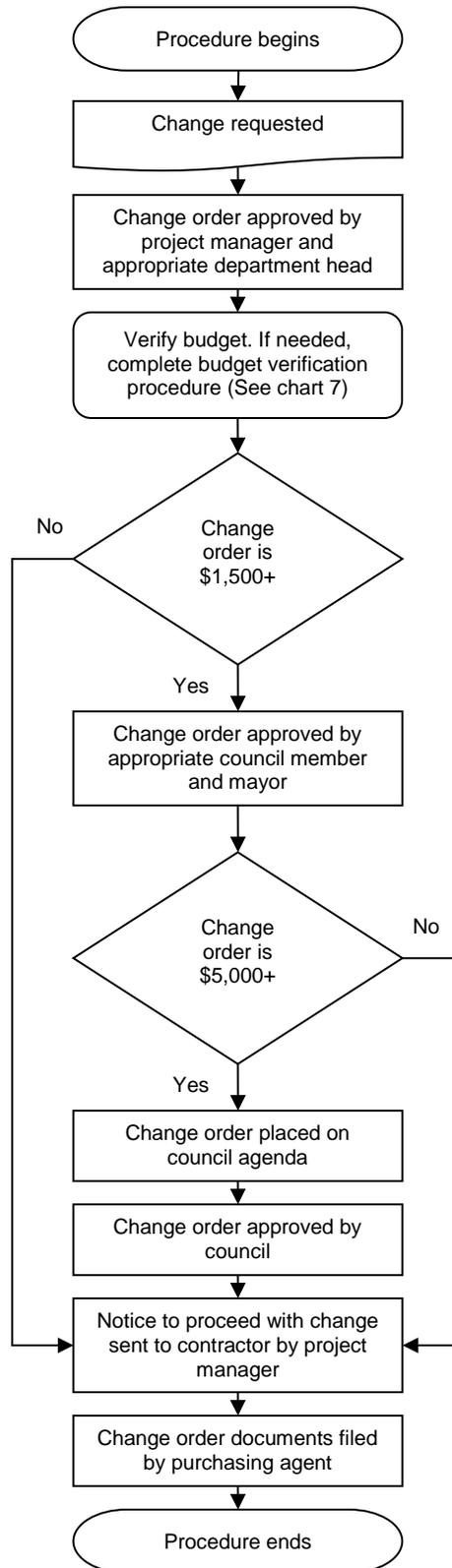


Chart 10: Change Order Procedure



Appendix E – Volunteer Approval Form



MIDWAY CITY VOLUNTEER APPROVAL FORM
75 NORTH 100 WEST, MIDWAY, UTAH 84049

Name: _____ Phone: _____

Address: _____ City/State: _____

Zip: _____

These responses are necessary to conduct a background check:

1. Date of Birth: _____
2. Social Security number: _____
3. Have you ever been convicted of any violation of the law? Yes ___ No ___
If yes, please explain on a separate page.

Volunteer Code of Conduct

As a volunteer, I will perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability of ability. I will not undertake to use any equipment or tools that I am unfamiliar with or have not been trained and approved to operate properly and safely. As a volunteer, I will strictly observe all safety rules and use care in the performance of my assigned tasks.

As a volunteer, I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration. While volunteering I will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

Volunteer Acknowledgements and Waivers

Many volunteer positions with the City involve working with children or in other safety sensitive positions. To help safeguard the public, the City will perform a background check on all volunteers.

As a condition of volunteering, I give Midway City permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, driving records and federal FBI records. I understand that all volunteer positions are conditional upon the City never receiving inappropriate information on my background.

I understand that volunteer positions are charitable contributions to Midway City without anticipation of compensation of any kind or consideration of future employment. I also understand that I need to be approved as a volunteer by the Midway City Human Resource department and the City Mayor before I am considered an official volunteer.

As a volunteer, I agree to be subject to the policies and procedures of Midway City as applies to all Midway City employees.

Appendix F – Injury Report Form



Midway City Injury Report Form

TO BE COMPLETED BY INJURED PERSON:

Today's Date: _____

Name: _____

Employee Contractor Visitor

Address: _____ Phone: _____

Date of Accident: _____ Time: _____ Location: _____

Type of injury: _____

Part of body injured: _____

Date reported: _____ Time: _____ Reported to: _____

Description of accident (Include activities just prior to accident): _____

Contributing unsafe conditions: _____

Tools, chemicals, or equipment involved: _____

Suggestions for correcting conditions: _____

Witness (name, address, and phone number): _____

Treatment: First aid Sent home Emergency room

Sent to physician (name): _____

Admitted to hospital (name): _____

Medical attention received: _____

Related previous injuries: _____

Signature: _____ Date: _____

Employees

Complete reverse side of this page
Return to Human Resources Office

Contractors and Visitors

Complete Front side only and return to
Midway City Human Resources Office

TO BE COMPLETED BY EMPLOYEES ONLY:

Employee Work Phone #: _____ Work Start Time: _____

Department: _____ Position: _____

Full time Part time Temporary Seasonal

Could this accident have aggravated a pre-existing injury or illness? Yes No

If yes, explain: _____

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR:

(Please complete as soon after the accident as possible. Report lost time to date if necessary.)

Work time lost: _____ Date(s) of lost time: _____

Date returned to work: _____ Light duty days: _____

Describe how and why accident occurred: _____

Was the accident area inspected? Yes No Comments: _____

List actions taken to prevent similar accidents in the future (include target date, completion date, and name of person responsible):

- 1) _____
- 2) _____
- 3) _____

Comments: _____

Supervisor name (print) _____

Supervisor signature: _____ Date: _____

Copies will be sent to: Human Resources, Risk Management, and URMMA

Revised February 2008

Appendix G – Special Event License Application

	<p>MIDWAY CITY SPECIAL EVENT LICENSE EVENT APPLICATION 435-654-3223 x 6 midwaycityut.org</p>										
<p>The Special Event License must be completed and submitted to Midway City no less than 75 days prior to a Special Event. This application will be reviewed by the City staff. Granting of the permit is not guaranteed.</p>											
<p>NAME OF EVENT _____</p>											
APPLICATION FEES											
<p>DUE AT TIME APPLICANT SUBMITS PART I All new applications require a \$50 non-refundable application processing fee. All applications for returning events require a \$25 non-refundable application processing fee. The application fee is non-refundable. A \$500 cleaning/damage/safety deposit is due 10 days prior to the event.</p>											
<p>ADDITIONAL FEES Additional fees for other services and licenses, including Midway Business License, Health Department, Fire Department, Mass Gathering Permit, etc. must be obtained from the appropriate agency.</p>											
APPLICANT AND SPONSORING ORGANIZATION INFORMATION											
<p>Name _____ Street Address _____ City, State, Zip Code _____ Day Phone _____ Fax Phone _____ E-Mail Address _____ Sponsoring Organization _____ Contact Person "On Site" Day of Event _____ Cell Phone # _____</p>											
EVENT INFORMATION											
<p>Special Event Criteria – if one box is checked this event requires a completed and approved Special Event Application. Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Attraction of crowds over 500</td> <td><input type="checkbox"/> Temporary structures, tents, etc.; permit required</td> </tr> <tr> <td><input type="checkbox"/> Street Closure</td> <td><input type="checkbox"/> Events signs; permit required</td> </tr> <tr> <td><input type="checkbox"/> Necessitates temporary food or business license</td> <td><input type="checkbox"/> Use of outdoor amplified music</td> </tr> <tr> <td><input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood</td> <td></td> </tr> </table>		<input type="checkbox"/> Attraction of crowds over 500	<input type="checkbox"/> Temporary structures, tents, etc.; permit required	<input type="checkbox"/> Street Closure	<input type="checkbox"/> Events signs; permit required	<input type="checkbox"/> Necessitates temporary food or business license	<input type="checkbox"/> Use of outdoor amplified music	<input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking		<input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood	
<input type="checkbox"/> Attraction of crowds over 500	<input type="checkbox"/> Temporary structures, tents, etc.; permit required										
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Events signs; permit required										
<input type="checkbox"/> Necessitates temporary food or business license	<input type="checkbox"/> Use of outdoor amplified music										
<input type="checkbox"/> Causes significant public impacts via disturbance, crowd, traffic/parking											
<input type="checkbox"/> Disruption of the normal routine of the community or affected neighborhood											
EVENT TYPE											
<p>Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Run/Walk</td> <td><input type="checkbox"/> Parade</td> <td><input type="checkbox"/> Town Square Event</td> </tr> <tr> <td><input type="checkbox"/> Road Bike Event</td> <td><input type="checkbox"/> Concert</td> <td><input type="checkbox"/> Other (Please specify)</td> </tr> <tr> <td><input type="checkbox"/> Street Fair</td> <td></td> <td>_____</td> </tr> </table>		<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Town Square Event	<input type="checkbox"/> Road Bike Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Other (Please specify)	<input type="checkbox"/> Street Fair		_____	
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Town Square Event									
<input type="checkbox"/> Road Bike Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Other (Please specify)									
<input type="checkbox"/> Street Fair		_____									
<p>First Time Applicant: _____ or Annual Event _____</p>											

Event Dates(s): _____
 Event Hour(s) Start: _____ End: _____
 Set-Up Date: _____ Time: _____
 Break-Down Date: _____ Time: _____
 Attendance: Participants _____ Spectators: _____ Total _____

OVERALL EVENT DESCRIPTION

Briefly explain event and activities: _____

STREET CLOSURE INFORMATION - *A SITE PLAN IS REQUIRED WITH THE APPLICATION*

Names of Streets to be Closed
 _____ Between _____ and _____
 _____ Between _____ and _____
 _____ Between _____ and _____

PARADE/RUN/WALK/BIKE ROUTE (Please describe and attach route map)

Are you requesting a COMPLETE or ROLLING street closure? _____
 Why are you requesting this street closure? _____

Time of Street Closure _____ Start: _____ End: _____
 Assembly Area: _____ Disbanding area: _____
 Number of anticipated entries _____

TEMPORARY STRUCTURES - *SITE MAP MUST BE INCLUDED WITH APPLICATION*

Must be approved by the City Building Safety Department

<input type="checkbox"/> Bleachers*	<input type="checkbox"/> Tents <200 sq. ft.**	<input type="checkbox"/> Tents >200 sq. ft.***
<input type="checkbox"/> Stage	<input type="checkbox"/> Trailers(s)	<input type="checkbox"/> Inflatable(s)
<input type="checkbox"/> Generators	<input type="checkbox"/> Other Electrical Needs	<input type="checkbox"/> Temporary Lighting
<input type="checkbox"/> Other		

* If you are using County owned bleachers, you must make arrangements and meet any criteria.
 ** Temporary structures less than 200 sq. ft. require 50 lbs. of weight per leg.
 *** Temporary structures greater than 200 sq. ft. require approval from the Building Department.

SALES AND FOOD VENDING

Will there be merchandise for sale? _____
 If yes, describe the items for sale _____
 Will there be sale of concessions or complimentary food? Yes No
 If yes, how many food vendors: _____
 What types of food will be served? _____
 If cooking on site, please describe types of *cooking appliances used (i.e. open flame or electrical)

*A Wasatch County Fire Department permit may be required depending on the cooking appliance.
 Individual vendors must fill out the local sales tax form.

Utah State Tax Commission 800.662.4335 or www.tax.utah.gov
Each food vendor must receive a Wasatch County Health Department temporary food service permit.
Wasatch County Health Department 435-654-2700

TEMPORARY SIGNS - *SITE PLAN MUST BE INCLUDED WITH APPLICATION*

Attach a Sign Plan that describes the location and sizes of all signs. Include pictures of signs.
Temporary signs for your event require a permit from the Midway City Planning Department.

MASS GATHERING PERMIT

A mass gathering permit is required when there is an assembly of 500 or more people for 2 hours or more. Contact the Wasatch County Health Dept for information at 435-657-3264 or <http://www.wasatchcountyhd.org/Programs/EnvironmentalHealth/OtherServices/MassGathering.aspx>
The mass gathering permit governs solid waste management, site maintenance, emergency medical care requirements, food protection, wastewater disposal, etc.

WASTE MANAGEMENT PLAN

List the number of trash containers and dumpsters at the location: _____
Will additional trash containers and dumpsters be rented? Yes or No If yes, how many? _____
Name of Provider: _____
Contact Information: _____
Installation: _____ Date _____ Time _____
Removal: _____ Date _____ Time _____

PUBLIC FACILITIES

PUBLIC FACILITIES (Please contact Wasatch County Health Dept. for a mass gathering permit 435-654-2700)
Will portable toilets be rented? Yes No
Name of Provider _____ Contact Person _____ Phone # _____
Installation: Date _____ Time _____
Removal: Date _____ Time _____

SAFETY – SECURITY – VOLUNTEERS

Please describe your procedures for both crowd control and internal security:

Has the Wasatch County Fire Department been contacted regarding your event? Yes No

The Wasatch County Health Department may require on-site medical personnel at an additional charge.

List Fire Department person contacted: _____

Does your event require additional Law Enforcement? Yes No

If yes, have you contacted the Wasatch County Sheriff's Office? 435-654-1411 Yes No

EVENT LOGISTIC MEETING

Applicant is required to schedule a meeting with Midway City at least 45 days prior to the event. Please contact Georgia McGuire 435-654-3223 x 6 or gmcguire@midwaycityut.org to schedule your meeting.

INSURANCE REQUIREMENTS – *MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT*

Midway City requires proof of liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence/ two million dollars (\$2,000,000) aggregate and which names Midway City at P.O. Box 277, Midway, Utah, 84049 as an additional insured. If you do not have an insurance provider, you may be able to qualify for insurance from Midway City's carrier.

GOVERNING LAW AND INDEMNIFICATION

The Renter, its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of Midway City, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the City and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses, including, but not limited to the attorney's fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury or damage resulting from or arising out of (a) performance or breach of this Rental Contract by the Renter, (b) the Renter's use of the Facility or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, vendors, employees, licensees, permittees, contractors, subcontractors and invitees, except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the City and its officials, employees and agents.

RULES AND REGULATIONS

1. A non-refundable application fee is required at the time the application is submitted to Midway City. For new events, the application fee is \$50; for returning events, the application fee is \$25.
2. The application must be submitted a minimum of 75 days prior to a special event.
3. A site plan of your event is required with your application identifying street closures, signs, supply trucks, barricades, tents, activity location, portable toilets, bleachers, other temporary structures, water stations, headquarters, solid waste containers, entrance exits, walkways and any other details that would assist the Public Works Staff with understanding the setup of your event.
4. For bikes, runs, walks, and parades, a site plan outlining your route must be submitted along with your Special Event Permit application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures or additional law enforcement is required before a Special Event Permit will be issued.
5. Permit Applications may require review by the **City Council** for approval or denial. Need for review is based on size, location, scope, and impact of the event.
6. An applicant must schedule a meeting with the Public Works Department 30 working days prior to the event.
7. A certificate of insurance must be filed with Midway City ten working days before the event with limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate. Midway City requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. Midway City must be listed as additionally insured.
8. All debris and trash must be removed from an event site immediately after the event. Failure to do so may require more City Services. All expenses will be the responsibility of the event applicant. It is highly recommended that the applicant provide recyclable receptacles at the event. Please contact a local recycling company.
9. Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. Midway City requires one (1) chemical toilet for every 65 people. The figure is based on the maximum number of your event during peak time. The total number of toilets will be determined on a case-by-case basis.
10. You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location, or an automatic approval of your event.
11. Only readily removable barricades may be used for street closures and a 20-foot lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

AGREEMENT AND SIGNATURE

Failure to adhere to the rules and regulations will result in closure of the event and forfeiture of all deposits.

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

(Name printed)

(Signature)

(Date)

APPROVALS, INSPECTIONS AND PERMITS AS NECESSARY FROM:

Midway City Building Inspector: _____

Midway City Planning Dept.: _____

Wasatch Co. Sheriff's Office: _____

Wasatch Co. Health Dept.: _____

Wasatch Co. Fire Dept.: _____

UDOT: _____

REMITTAL INFORMATION

Submit Completed Application(s) To:

Midway City
ATTN: Special Events
P.O. Box 277
Midway, UT 84049
435-654-3223 x 6

OFFICE USE ONLY

Permit Application #: _____

Notes: _____

Appendix H –Sample Credit Cardholder Agreement

**City of Midway
Credit Cardholder Agreement**

Requirements for use of a City Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for legitimate purposes.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Midway.

Violations of these requirements may result in revocation of use privileges. Cardholders found to have inappropriately used the credit card will be required to reimburse the City for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City’s Personnel Policies, up to and including termination. The City of Midway will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (please print)

I acknowledge receipt of the Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(For office use only)

Credit Card Returned

Card Holder Signature: _____

Authorized Signature: _____

Date: _____