

# **FILLMORE CITY EQUIPMENT AND PROPERTY POLICY**

## **ARTICLE I. PURPOSE AND SCOPE**

## **ARTICLE II. USE**

### **A. CITY BUILDING**

### **B. CITY SHOP & YARDS**

### **C. CITY TENT**

## **ARTICLE I. PURPOSE AND SCOPE**

The purpose of the Equipment and Property Policy is to protect and safeguard city-owned equipment and property.

## **ARTICLE II. USE**

City equipment and property is to be used specifically for city purposes by city employees. Personal use by employees may be allowed if cleared through the supervisor and used on personal time. Use of city equipment and property by other individuals or entities may be considered under special circumstances deemed justifiable by the city recorder or the maintenance supervisor.

### **A. CITY BUILDING**

City equipment and property located in the city building must be used at the city building and may not be removed without permission of the city recorder and checked out through the city office. All paper, supplies, copies, and other expenditures associated with use of the equipment shall be paid by the employee at the established rates.

Any equipment removed from the city office or library for any purpose shall require a \$20 deposit which will be refunded when the equipment is returned without damage. Should damage occur while the equipment is checked out, the equipment shall be repaired or replaced at the expense of the individual or entity which borrowed the equipment.

### **B. CITY SHOP & YARDS**

Private use and/or removal of any city equipment and/or property located at the city shop and yards must be cleared with the city maintenance supervisor. All city owned equipment must be operated by a city employee, and the city compensated for the employee's wages. Should damage occur while the equipment is being used for personal or private purposes, the equipment shall be repaired or replaced at the expense of the individual or entity which benefited from the use of the equipment.

**C. CITY TENT** (10/20/09)

1. Purpose - The purpose of the city tent is for use at city sponsored events. Employees of the Territorial State Park are trained in the installation and removal of the tent and are the designated custodians responsible for erecting, dismantling, and storing it.
2. Rental – The tent may be rented by Fillmore organizations, entities, businesses, and individuals for public and private functions held in Fillmore. It may not be rented for use outside the Fillmore City boundaries. A written application form must be completed and submitted along with a certificate of insurance and the deposit to the Fillmore City Treasurer.
  - a. Rates – Rental fees will be charged each time the tent is used. The fees will be deposited to a capital reserve account to offset tent repair and replacement costs.
    - i. Deposit – A \$100 deposit is required which will be refunded at the conclusion of the event if there is no damage. Utah State Parks employees will inspect the tent before preparing it for storage. If there is no damage the deposit will be refunded. If the tent has sustained damage the party renting the tent will be responsible for the repair costs. The deposit will be used to pay for the repairs. If the cost to repair the tent is more than the deposit the renter will be billed for the balance. If the cost is less than the deposit, the difference will be refunded.
    - ii. Installation Fees – There will be no installation fee for events held at the Statehouse Park. Elsewhere within the city boundaries, the installation fee is \$50. The tent may NOT be installed on asphalt, cement, or other solid surfaces.
    - ii. Rates shall be per event, not to exceed 3 days unless an extended period of time is approved by the City Council.

Private parties	\$500/event plus installation
Events free to the public	\$500/event plus installation
Charitable fund raisers	\$500/event plus installation
Events requiring entrance fees	\$1,000/event plus installation
  - b. Insurance - Renters must submit a certificate of insurance showing Fillmore City as additional insured with the rental application.