

Title 22 – Public Facilities

- Chapter 22.1 Purpose and Intent
- Chapter 22.2 Public Facilities Manager
- Chapter 22.3 General Provisions
- Chapter 22.4 Payson City Center
- Chapter 22.5 Peteetneet Academy
- Chapter 22.6 Gladstan Golf Course
- Chapter 22.7 Parks and Open Spaces
- Chapter 22.8 Public Works Facilities
- Chapter 22.9 Facilities not listed
- Chapter 22.10 Emergency shelters

Chapter 22.1 Purpose and Intent

The purpose of Title 22, Public Facilities is to establish appropriate rules and regulations for the use, lease, rental, improvement, modification, and construction of facilities owned by the Payson City Corporation.

The intent of this Title is to facilitate the orderly and predictable utilization of publicly owned facilities, establish rental and lease rates, identify construction standards and other regulations that will ensure protection of public property from abuse, misuse, safety hazards, scheduling conflicts, and any other imposition.

Chapter 22.2 Public Facilities Manager

There is hereby established the position of Public Facilities Manager. The Public Facilities Manager shall report directly to the City Manager and shall be compensated in accordance with the adopted salary schedule. The duties of the Public Facilities Manager include, but are not limited to, the following:

1. To ensure that municipal public buildings are properly maintained, secured, and safe for employees and patrons.
2. To ensure that municipal public buildings are kept clean, sanitary and in good order for use by employees and patrons.
3. To ensure that rental, lease and other use of municipal public buildings is properly scheduled to avoid conflict. Furthermore, to restrict rental lease and other use of municipal public buildings to appropriate and proper activities.
4. To ensure that construction, remodel or other alteration of any municipal public

building is completed in accordance with the appropriate building codes, the development ordinances of the City, and all other ordinances and resolutions of the City. The Public Facilities Manager shall also ensure that all permits, applications, and other necessary record keeping in relation to municipal public buildings are obtained or completed.

5. To provide necessary information to the Mayor and City Council about the needs of the municipal public buildings. To provide information to the Mayor and City Council about the appropriate lease, rental and other uses of municipal public buildings.
6. To prepare a public facilities budget for adoption by the City Council that addresses the maintenance, construction, remodel and janitorial needs of the municipal public buildings.
7. To coordinate with the employees of municipal public buildings in relation to any physical alteration of any municipal public building.
8. To coordinate with the Parks Superintendent or other Department heads about the lease, rental and other use of municipal buildings, public parks and other open space as the use relates to municipal public buildings.

Chapter 22.3 General Provisions

- 22.3.1 Definitions
- 22.3.2 Establishment of Fees
- 22.3.3 Scheduling
- 22.3.4 Rental or Use by City Employees
- 22.3.5 Entertainment and Social Dances
- 22.3.6 Construction or Improvements to Facilities
- 22.3.7 Amendment of this Title

The Payson City Corporation has constructed municipal public buildings in order to execute official government business. However, on occasion the facilities are not in use by Payson City and are available for use by non-Payson City Corporation patrons.

22.3.1 Definitions

The following definitions are specific to this Title. If a word is not listed in this Section, the word shall have the most common definition as established in the latest version of the Webster’s New World dictionary.

1. For the purposes of this Title, dances shall be defined as follows:
 - a. Entertainment dances – Dances where an audience or group of individuals are entertained by those performing, not to include the audience or group.
 - b. Social dances – Dances where anyone in attendance may participate in the activity.
2. Fee schedule is defined as a resolution adopted by the Payson City Council for the establishment of fees for the rental of facilities owned and operated by the Payson City Municipal Corporation.
3. Non-Payson City events and activities are defined as events and activities by persons or groups not acting in an official capacity for the Payson City Municipal Corporation.
4. Payson City is defined as the Payson City municipal corporation and may be referred to as Payson City Municipal Corporation, Payson City Corporation, Payson City, or the City.
5. Public buildings are defined as buildings or structures owned and operated by the Payson City Municipal Corporation or Redevelopment Agency of Payson City.
6. Public facilities are defined as buildings, structures, property, or other facilities owned and operated by the Payson City Municipal Corporation or Redevelopment Agency of Payson City.
7. Public Facilities Manager is defined as an employee of Payson City charged with the responsibility of oversight for the use, maintenance, repair, and operation of facilities owned and operated by the Payson City Municipal Corporation.

22.3.2 Establishment of Fees

The Payson City Council has established and adopted a fee schedule for the rental and use of public buildings and facilities. Appropriate security deposits are included in the fee schedule. The fee schedule may be amended from time to time by a majority vote of the City Council. Additional security deposits and use fees may be established by the Facilities Manager on a case by case basis, when appropriate, for the protection of public buildings and facilities.

1. All use of Payson City facilities other than official use shall be charged according to the fee schedule.

22.3.3 Scheduling

Official Payson City sponsored events and activities shall take priority over non-Payson City events and activities in the use of public buildings and facilities. Payson City reserves the right to override any previous scheduling of any public building or facility for any legitimate government purpose with or without notice, provided notice is given at the earliest date possible.

The use of public buildings and facilities shall not be considered reserved until the event has been scheduled with the City at the front office or at another officially designated area and the appropriate fee has been paid. Unless otherwise indicated in this Title, the use of public buildings and facilities shall be scheduled on a first come, first served basis unless otherwise modified by the City Council.

Prior to using the scheduled public building or facility, a person may request a walk-through to determine any missing items or prior damage. The person requesting the walk-through shall be accompanied by the Facilities Manager or designee. A log shall be kept detailing all pertinent information.

22.3.4 Rental or Use by Payson City Employees

Public buildings and facilities may be used by Payson City Employees at no cost when an employee is acting in an official capacity in behalf of Payson City. The schedule for use of public buildings and facilities by Payson City employees shall be approved by the Facilities Manager or designee and may be modified by the City Council and pay according to the fee schedule.

Public buildings and facilities may be rented and used by Payson City employees at a reduced cost as indicated in the adopted fee schedule. Payson City employees, when reserving the use of public buildings and facilities shall not be given preference over any other non-Payson City event or activity.

22.3.5 Entertainment and Social Dances

Organized dances are not allowed within Payson City facilities with the following exceptions:

1. Dance classes organized through the Payson City recreation program.
2. Dance recitals organized through the Payson City recreation program.
3. Entertainment dances as defined in Section 22.3.1 herein are allowed at the City Center.
4. Dance classes held at the Peteetneet Academy organized and approved by the lessee.
5. Dance recitals held at the Peteetneet Academy organized and approved by the lessee.
6. Entertainment and social dances as defined in Section 22.3.1 herein are allowed at the Peteetneet Academy

22.3.6 Construction or Improvements to Facilities (10-05-06)

All new construction (i.e. maintenance buildings, pavilions, restroom facilities, pump house, etc.) shall be reviewed and approved by the City Council following the receipt of a recommendation from the Planning Commission.

In addition to the approval granted by the City Council, any construction, improvement, or any other alteration of any Payson City facility, written approval shall be granted from the Payson City Facilities Manager. It is not the intention of this section to regulate the rearrangement of office furniture, tables, chairs computers, printers, and other movable objects.

Failure to notify and obtain approval from the Facilities Manager of any construction, improvement or any other alteration of any Payson City Facility may result in disciplinary action for any City employee or loss of use privileges by the violating party.

22.3.7 Amendment of this Title

This title may be amended from time to time by a majority vote of the City Council. A public hearing is not required for the amendment of this Title provided that the Title is amended at a regular meeting of the City Council.

Chapter 22.4 Payson City Center

22.4.1 Banquet Hall

- 22.4.2 Kitchen Area
- 22.4.3 City Council Chambers
- 22.4.4 Use of Other Building Areas
- 22.4.5 Use of Pioneer Square
- 22.4.6 Use of City Parking Lot
- 22.4.7 Posting Information

The Payson City Center is located at 439 West Utah Avenue and is used to house the administrative offices of the City. Any use of the Payson City Center shall be secondary and subordinate to the proper function of City Government. Notwithstanding the following regulations and procedures, the City Council may postpone or cancel any use of the Payson City Center for any legitimate government purpose with or without notice, provided notice is given at the earliest date possible.

Scheduling the use of the Payson City Center shall be consistent with Sections 22.4.1 through 22.4.7 herein. All rental and use fees shall be consistent with the Payson City Fee Resolution. The use of the Payson City Center shall not be considered reserved until the event has been scheduled pursuant to section 22.3.3 and the appropriate fee has been paid. Use of the Payson City Center shall be scheduled on a first come, first served basis unless otherwise modified by the City Council.

Official Payson City sponsored events and activities shall take priority over non-Payson City events and activities. Furthermore, the Payson City Center is an emergency shelter and any emergency declared by the Mayor of Payson City shall override any previous scheduling of the Payson City Center.

22.4.1 Banquet Hall

The use of the banquet hall at the Payson City Center shall be scheduled in advance pursuant to section 22.3.3. The banquet hall shall be scheduled with the following priorities:

1. Official Payson City functions, including emergency situations, shall take precedent over all other activities.
2. Payson City senior citizen events and activities shall take precedent over any non-Payson City events or activities.
3. Payson City recreation events and activities shall take precedent over any non-Payson City events or activities.

- 4. Non-Payson City events shall be scheduled on a first come, first served basis unless otherwise modified by the City Council.

The City shall be provided with the following information at the time the reservation is made:

- 1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
- 2. A general description of the proposed use of the banquet hall.
- 3. The date and length of time that the banquet hall will be used.
- 4. The number of tables, chairs, and other Payson City materials that will be used.
- 5. Information about any materials that will be brought into the banquet hall.
- 6. The anticipated number of attendees at the event or activity.

The following are prohibited uses in the banquet hall, and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

- 1. Alcoholic beverages of any type.
- 2. Tobacco use of any kind including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
- 3. Illegal or illicit drugs of any kind.
- 4. Any other stipulations established by the Facilities Manager after review of the application for rental of the banquet hall.

The fee assessed for use of the banquet hall is for rent and general cleaning including vacuuming, mopping hallways and restrooms. The need for shampooing the carpet shall be considered damage. All Damage to the banquet hall shall be the responsibility of the applicant. The applicant will be given the option of repairing the damage, to the satisfaction of the Facilities Manager, at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the repair charged to the major (Visa or MasterCard) credit card of the applicant.

22.4.2 Kitchen Area

The use of the kitchen area in the Payson City Center shall be scheduled in advance pursuant to section 22.3.3. The kitchen area is often associated with the use of the banquet hall, and the two areas may be scheduled together. The kitchen area shall be scheduled with the following priorities:

- 1. Official Payson City functions, including emergency situations, shall take precedent over all other activities.
- 2. Payson City senior citizen events and activities shall take precedent over any non-Payson City events or activities.
- 3. Non-Payson City events shall be scheduled on a first come, first served basis unless otherwise modified by the City Council.

The City shall be provided with the following information at the time the reservation is made:

- 1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
- 2. A general description of the proposed use of the kitchen area.
- 3. The date and length of time that the kitchen area will be used.
- 4. The facilities that will be used such as stoves, refrigerators, sinks, plates and utensils, cups and glasses, salt and pepper shakers, and other Payson City materials to be used.
- 5. Information about any food, beverage or other materials that will be brought into the kitchen area.
- 6. The anticipated number of persons to use the kitchen area and a list of those who will have access to the kitchen area.

The following are prohibited uses in the kitchen area, and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

- 1. Alcoholic beverages of any type.
- 2. Tobacco use of any kind including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
- 3. Illegal or illicit drugs of any kind.

- 4. The use of an open flame, charcoal briquettes, or other material that would present a potential fire hazard.
- 5. Any other stipulations established by the Facilities Manager after review of the application for rental of the kitchen area.

The fee assessed for use of the kitchen area is for rent and general cleaning. All Damage to the kitchen area shall be the responsibility of the applicant. The applicant will be given the option of repairing, to the satisfaction of the Facilities Manager, the damage at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the repair charged to the major (Visa or MasterCard) credit card of the applicant.

22.4.3 City Council Chambers

The use of the City Council Chambers in the Payson City Center shall be scheduled in advance pursuant to section 22.3.3. The City Council Chambers is a formal area reserved for appropriate meetings and activities. Use of the City Council Chambers is restricted to those activities determined by the Facilities Manager to be appropriate for the room. The City Council Chambers shall be scheduled with the following priorities:

- 1. Official Payson City functions, including emergency situations, shall take precedent over all other activities.
- 2. Payson City Council meetings, Board of adjustment.
- 3. Payson City Planning Commission, Power Board, and other board and commission events and activities shall take precedent over any non-Payson City events or activities.
- 4. Non-Payson City events shall not be allowed in the Council Chambers.

The City shall be provided with the following information at the time the reservation is made:

- 1. The contact name, department, address, phone number, All applicants must be 21 years of age.
- 2. A general description of the proposed use of the City Council Chambers.
- 3. The date and length of time that the City Council Chambers will be used.

- 4. The facilities that will be used such as whiteboards, screens, microphones, displays, and other Payson City materials that will be used.
- 5. Information about any materials that will be brought into the City Council Chambers.
- 6. The anticipated number of persons to use the City Council Chambers.
- 7. Food and drinks are not allowed in the Council Chambers.
- 8. The Council Chambers are not reserved until the activity has been schedule in the scheduling book.

The following are prohibited uses in the City Council Chambers and may result in appropriate legal action:

- 1. Alcoholic beverages of any type.
- 2. Tobacco use of any kind including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
- 3. Illegal or illicit drugs of any kind.
- 4. Food and drinks other than water, unless approved by the Facilities Manager.
- 5. Any other stipulations established by the Facilities Manager after review of the application.

The fee assessed for use of the City Council Chambers is for rent and general cleaning. The need for shampooing the carpet shall be considered damage. All Damage to the City Council Chambers shall be the responsibility of the City representative. The City representative will be given the option of repairing, to the satisfaction of the Facilities Manager, the damage at the cost of the City representative or allowing Payson City to have the damage repaired and the cost of the repair charged to the City representative or his/her department.

22.4.4 Use of Other Building Areas

There are several locations in the City Center that under the right circumstances may be appropriate for non-Payson City events and activities. These areas include, but are not limited to the Justice Court, the Jury Room, the Daughters of the Utah Pioneers Museum, and various other locations throughout the building. The use of these rooms is discouraged and only

allowed with the permission of the Facilities Manager and on a case by case basis.

Payson City reserves the right to refuse the use of any of these building locations. If any entity is allowed to use these locations, the rental rates and security deposits shall be determined by the Facilities Manager.

22.4.5 Use of Pioneer Square

There are several open spaces and turf areas surrounding the Payson City Center. These areas are considered public space and open for appropriate events and activities. The grounds referred to, together with the Payson City Center, as Pioneer Square are not available for exclusive rental purposes. All laws and regulations governing public property apply to these areas.

The following are prohibited uses in Pioneer Square and may result in appropriate legal action:

1. Alcoholic beverages of any type.
2. Illegal or illicit drugs of any kind.
3. Any other stipulations established by the Facilities Manager after review of the application.

22.4.6 Use of City Parking Lot

The parking lot area located at Pioneer Square is intended for the parking of automobiles for the employees and patrons of the Payson City Center. Payson City reserves the right to use the entire parking lot for employee parking, patrons of the Payson City Center, or functions scheduled at the Payson City Center. Vehicles parked in the parking lot for any purpose other than employee parking, patron parking of the Payson City Center, or a scheduled event or activities is not permitted. No overnight parking or camping is allowed except that Payson City vehicles may be parked in the parking lot overnight. The Facilities Manager may cause any vehicle not in compliance with this Section to be towed at the owners' expense.

22.4.7 Posting Information

Payson City reserves the right to post any official Payson City information in any appropriate location at Pioneer Square or in the Payson City Center. Non-official information shall be posted only with the Permission of the Facilities

Manager and only in the location designated by the Facilities Manager.

Any information posted at Pioneer Square or in the Payson City Center should be related to a community event or activity. Advertising for financial gain shall not be permitted at Pioneer Square or in the Payson City Center. Payson City reserves the right to refuse the posting of any non-official information.

Chapter 22.5 Peteetneet Academy

The Peteetneet Academy is owned by Payson City and operated by the People Preserving Peteetneet. The People Preserving Peteetneet shall operate the Peteetneet Academy in accordance with the agreement on record in the office of the Payson City recorder.

Payson City reserves the right to utilize the Peteetneet Academy for any appropriate official Payson City event or activity. All non-official events and activities shall be charged according to the fee schedule and scheduled by the People Preserving Peteetneet in accordance with the agreement on record in the office of the Payson City recorder.

There are several open spaces, turf areas, walkways and an amphitheater surrounding the Peteetneet Academy. These areas are considered public space and open for appropriate events and activities. The grounds surrounding the Peteetneet Academy are not available for exclusive rental purposes. All laws and regulations governing public property apply to these areas.

The following are prohibited uses in the Peteetneet Academy and the grounds surrounding the Peteetneet Academy and may result in appropriate legal action:

1. Alcoholic beverages of any type.
2. Illegal or illicit drugs of any kind.
3. Indoor use of any kind of tobacco including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
4. Any other stipulations established by the Facilities Manager after review of the application.

Chapter 22.6 Gladstan Golf Course

- 22.6.1 Use of the Clubhouse
- 22.6.2 Use of the Restaurant
- 22.6.3 Use of the Golf Course

The Gladstan Golf Course is owned and operated by Payson City. Any alternative use of the golf course and related facilities shall be consistent with the provisions of this Chapter.

22.6.1 Use of the Clubhouse

The clubhouse shall be operated by the Payson City Golf Professional or designee. Any use of the clubhouse shall be scheduled with the golf professional or designee. The golf professional shall provide information to the Payson City Manager about any use of the clubhouse by any person or entity other than an employee of Payson City.

The basement meeting room is reserved for the men’s and women’s golf associations of Gladstan Golf Course or other official Payson City business. The meeting room may be used for non-Payson City events and activities with the permission of the Payson City Golf Professional or designee according to the Payson City fee schedule. Payson City reserves the right to deny the use of the meeting room when such use interferes with the proper operation of the golf course or use by the men’s and women’s golf associations of Gladstan Golf Course. The rental rate for use of the meeting room shall be consistent with the fee schedule approved and adopted by the City Council.

The use of the meeting room shall be scheduled in advance with the Payson City Golf Professional or designee. The Payson City Golf Professional shall be provided with the following information at the time the reservation is made:

1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
2. A general description of the proposed use of the meeting room.
3. The date and length of time that the meeting room will be used.
4. The Payson City materials that will be used.
5. Information about any materials that will be brought into the meeting room.

6. The anticipated number of persons to use the meeting room.

The following are prohibited uses in the meeting room, and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

1. Tobacco use of any kind including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
2. Illegal or illicit drugs of any kind.
3. Any other stipulations established by the Payson City Golf Professional or Facilities Manager after review of the application for rental of the meeting room.

The fee assessed for use of the meeting room is for rent and general cleaning. The need for shampooing the carpet shall be considered damage. All Damage to the meeting room shall be the responsibility of the applicant. The applicant will be given the option of repairing, to the satisfaction of the Facilities Manager and the Payson City Golf Professional, the damage at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the repair charged to the major (Visa or MasterCard) credit card of the applicant.

22.6.2 Use of the Restaurant

The restaurant located within the clubhouse shall be operated under the direction of the Payson City Golf Professional or designee. Any use of the restaurant shall be scheduled with the golf professional. The golf professional shall provide information to the Payson City Manager about any use of the restaurant by any person or entity other than an employee of Payson City.

Use of the restaurant by any person or entity other than an employee of Payson City shall not inhibit the operation of the restaurant during regular business hours. The restaurant is available only before or after regular business hours. The kitchen area of the restaurant is not available for rent; only the banquet area. The restaurant may be used for non-Payson City events and activities with the permission of the Payson City Golf Professional. Payson City reserves the right to deny the use of the restaurant when such use interferes with the

proper operation of the golf course or the restaurant. The rental rate for use of the restaurant shall be consistent with the fee schedule approved and adopted by the City Council.

The use of the restaurant shall be scheduled in advance with the Payson City Golf Professional or designee. The Payson City Golf Professional shall be provided with the following information at the time the reservation is made:

1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
2. A general description of the proposed use of the restaurant.
3. The date and length of time that the restaurant will be used.
4. The materials that will be used including the grill, stove, tables, chairs, and any other Payson City materials.
5. Information about any materials that will be brought into the restaurant.
6. The anticipated number of persons to use the restaurant.

The following are prohibited uses in the restaurant, and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

1. Tobacco use of any kind including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, and snuff tobacco. According to the Utah Clean Air Act, 26-58-1.
2. Illegal or illicit drugs of any kind.
3. Any other stipulations established by the Payson City Golf Professional or Facilities Manager after review of the application for rental of the restaurant.

The fee assessed for use of the restaurant is for rent and general cleaning. The need for shampooing the carpet shall be considered damage. All Damage to the meeting room shall be the responsibility of the applicant. The applicant will be given the option of repairing, to the satisfaction of the Facilities Manager and the Payson City Golf Professional, the damage at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the

repair charged to the major (Visa or MasterCard) credit card of the applicant.

22.6.3 Use of the Golf Course

The golf course shall be operated by Payson City under the direction of the Payson City Golf Professional. Entities may schedule tournaments to be played on the Gladstan Golf Course. All tournaments shall be scheduled with the golf professional on a first come, first served basis and shall be consistent with the fee schedule approved and adopted by the City Council. Payson City reserves the right to deny the use of the golf course when such use interferes with the proper operation of the golf course.

Tournaments shall be scheduled in advance with the Payson City Golf Professional. The Payson City Golf Professional shall be provided with the following information at the time the reservation is made:

1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
2. The anticipated number of persons to participate in the tournament.

The following are prohibited uses on the golf course and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

1. Illegal or illicit drugs of any kind.
2. Any other stipulations established by the Payson City Golf Professional after review of the proposed tournament.

The fee assessed for a tournament is for proper use of the golf course. All Damage to the golf course shall be the responsibility of the applicant. The applicant will be given the option of repairing, to the satisfaction of the Payson City Golf Professional, the damage at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the repair charged to the major (Visa or MasterCard) credit card of the applicant.

Chapter 22.7 Parks and Open Spaces

Payson City owns and operates several parks and open spaces. However, not all facilities are

available for exclusive rental by individuals or groups. The following facilities are available for rent at a rate consistent with the fee schedule approved and adopted by the City Council:

1. The picnic pavilions at Memorial Park.
2. The swimming pool at Memorial Park.
3. The bandstand at Memorial Park.
4. The picnic pavilion McMullin (Senior Citizens) Park.
5. The picnic pavilion Constitution Park.
6. Payson Canyon / Kiwanis Park.

The use of the facilities listed above shall be scheduled in advance pursuant to section 22.3.3. The facilities shall be scheduled with the following priorities:

1. Official Payson City functions, including emergency situations, shall take precedent over all other activities.
2. Payson City recreation events and activities shall take precedent over any non-Payson City events or activities.
3. Non-Payson City events shall be scheduled on a first come, first served basis unless otherwise modified by the City Council.

The Facilities Manager or designee shall be provided with the following information at the time the reservation is made:

1. The contact name, address, phone number, and major (Visa or MasterCard) credit card number of the applicant. All applicants must be 21 years of age.
2. A general description of the proposed use of the City owned facility.
3. The date and length of time that the facility will be used.
4. The specific Payson City facilities that will be used.
5. Information about any other materials that will be brought onto the City owned facility.
6. The anticipated number of persons to use the facility.

The following are prohibited uses on City owned facilities listed above and will result in the complete and automatic forfeiture of the security deposit and may result in appropriate legal action:

1. Alcoholic beverages of any type.
2. Illegal or illicit drugs of any kind.
3. The use of an open flame or other material that would present a potential fire hazard.
4. Any other stipulations established by the Facilities Manager after review of the application for rental a City owned facility.

The fee assessed for use of City owned facilities is for rent and general cleaning. All Damage to the City owned facility shall be the responsibility of the applicant. The applicant will be given the option of repairing, to the satisfaction of the Facilities Manager, the damage at the cost of the applicant or allowing Payson City to have the damage repaired and the cost of the repair charged to the major (Visa or MasterCard) credit card of the applicant.

Chapter 22.8 Public Works Facilities

Payson City owns several buildings and facilities that are used to provide public works services to the residents and visitors to the community. These facilities are not available for rent or use by Payson City residents and non-Payson City individuals or groups.

Chapter 22.9 Facilities Not Listed in This Title

If any facility owned by Payson City is not listed in this Title, it is considered public space and shall be operated in a manner consistent with normal and accepted use principles of public property.

1. Fire Station
2. Ambulance building
3. Police station
4. Library
5. Ball fields
6. Cemetery

Chapter 22.10 Emergency Shelters

Payson City has a responsibility to identify areas throughout the City that may be utilized for emergency purposes. Any emergency declared by Payson City in accordance with Title 14 of the Payson City Municipal Code shall override any previous scheduling of the facilities.

In case of an emergency, disaster, or other catastrophe, the following areas, together with associated facilities, may be used.

1. City Center
2. Memorial Park
3. Constitution Park
4. Hillman Field
5. New Ball Fields
6. Peteetneet Academy