## RESERVATION POLICIES AND PROCEDURES

1.  Small-scale spontaneous arts programming that does not require a special event permit is allowed at the Dumke Arts Plaza provided the reservation or programming does not interfere with other visitors' ability to experience the Plaza. Examples of such programming include busking, poetry readings, and individual plein air painting.

2.  The entire Plaza cannot be closed, but reserved areas can be used for private or ticketed events, upon approval. For example, event hosts can accept tickets, donations, and establish priority viewing or seating areas for donors, provided those areas do not interfere with other visitors' ability to experience the Plaza.

3.  The Dumke Arts Plaza is available for reservation by organizations wishing to hold public or private functions. Deposits, fees, and rental requirements are required. A Special Event Permit may be required for large scale events.

4.  Use of the Dumke Arts Plaza for large public events requires the sponsoring organization to provide a minimum of $3,000,000 general aggregate and $1,000,000 each occurrence in liability insurance naming Ogden City Corporation, it's elected and appointed officials, employees, volunteers, and agents as additional insured. Depending on the type and size of the function, this amount may be increased.

5.  A deposit of $250.00 of the total rental amount will be required to consider the Plaza reserved. If all rental requirements are met and the Plaza is left clean and undamaged, up to $200 of the security/cleaning deposits will be returned by check after the event.

6.  All fees and security/cleaning deposits must be paid a minimum of 14 days prior to the rental date.

7.  In the event there is damage to the Plaza or staff time is required to return the Plaza to an acceptable level of cleanliness, these charges will be deducted from the security/cleaning deposit. This process may require holding all or a portion of the deposits for up to 30 days. If the cost of damages and/or cleaning exceeds the deposits paid, the renter is financially responsible for those costs.

8.  Ogden City business license of $83.00 will be required if monies are exchanged, or if vendors are selling food or wares. Each vendor must obtain a single-day special event business license ($5.00).

9.  Vendors are allowed to sell or provide service at events but must meet all vendor rules. Events that include food vendors must meet all Weber/Morgan Health District requirements. Food Vendors are not allowed to prepare food in the Dumke Arts Plaza. See also pg. 7 for Vendor Rules document.

10. Decorations, fixtures, equipment, posters/banners, or supplies are not allowed to be affixed to any Plaza surface. All items brought in by the organizer must be removed from the Plaza immediately after the function is over. (Exceptions can be made under certain circumstances with the approval from management). See also pg. 5 for Rental Rules and Regulations.

11. Programming that requires supportive infrastructure that could obscure or damage the Plaza or semi permeant art installations (e.g., plywood booths, canopy tents) is not permitted at the Plaza, with limited exceptions. Events that require the use of infrastructure such as plywood booths or canopy tents can be referred to adjacent event spaces.

12. Programming that requires installation is subject to specific installation standards to ensure the safety of Plaza visitors. The Management Group will develop a list of equipment types acceptable to use and vendors qualified to install at the Plaza, which can be shared with special event applicants.

13. Programming must include signage that clearly identifies the programming and its presenter, to distinguish it from the WSU installations at the Plaza. The Management Group will provide guidance on the size and type of signage, along with a style guide for the Plaza.

14. All City, County, State, and Federal laws and ordinances will be enforced.

15. Ogden City will hAve.. the authority to disperse any group for failure to comply with listed policies and/or laws governing the use of the Plaza.

16. No alcohol will be allowed during functions open to the public unless state and local permits hAve.. been obtained. Alcohol Permit Requirements:

   • Functions open to the public serving 4.0 beer only: Utah DABC Temporary Special Event Beer Permit REQUIRED; Ogden City Class E Single Event Beer License REQUIRED

   • Functions open to the public serving heavy beer, wine, or liquor: Utah DABC Single Event Permit REQUIRED; Ogden City Class E Single Event Beer License REQUIRED

   • No alcohol may be brought into the facility by patrons of an event.

17. No riding of human propelled transportation devices such as bicycles, roller skates, in-line skates, skate boards, and scooters (excluding wheelchairs).

18. Excluding motorized wheelchairs, no vehicles are allowed within the Plaza perimeters, unless special permission is obtained in advance from Ogden City.

19. State law prohibits smoking or electronic cigarettes in any area of the Dumke Arts Plaza.

20. Some functions will require security personnel.  The number of officers, type of officers, and times required are at the discretion of Ogden City.

21. All rental conditions are general in nature and, based upon City review, additional requirements may be imposed.

22. Events at the Plaza are required to end by 10:00 p.m. (Clean up and take down to follow) and will follow all city noise ordinances and regulations. Exceptions can be made with prior written consent from Ogden City.

23. In the event there is damage to the facility or staff time is required to return the facility to an acceptable level of cleanliness, these charges will be deducted from the security/cleaning deposit.  This process may require holding all or a portion of the deposits for up to 30 days. If the cost of damages and/or cleaning exceeds the deposits paid, the renter is financially responsible for those costs.

24. If all rental requirements are met and the facility is left clean and undamaged, all but $50 of the security/cleaning deposits will be returned by check after the event.