

# **RULES AND REGULATIONS FOR OPERATION OF HELPER CIVIC AUDITORIUM**

It shall be the duty of the Custodian of the Helper Civic Auditorium to supervise, repair, and maintain the Helper Civic Auditorium in accordance with the Rules and Regulations herein promulgated in accordance with the instructions of the Mayor and Helper City Council. It shall be the duty of the Custodian of civic buildings to report all matters relating to the Helper Civic Auditorium to the council member in charge of public buildings, or in his absence to the Mayor of Helper City.

## **FEES FOR USE**

Fees for the use of the Helper Civic Auditorium shall be set by the Helper City Council and may from time to time adjusted by the City Council to reflect the cost of maintaining, repairing, and operating the same. A list of the fees to be charged shall be on file at all times in the office of the Helper City Recorder, and a copy thereof shall be posted in a conspicuous manner in the Helper Civic Auditorium.

## **RESERVATIONS**

Use of the Helper Civic Auditorium and its attendant facilities shall be by reservation only. Reservations shall be made through the City Recorders Office of Helper City. A cash deposit, certified check or cashier's check in the amount of \$500.00 shall be deposited with the City Recorder at the time the reservation is made, and the same shall be retained by the Recorder as clean-up and damage deposit. Cancellation on short notice will be assessed for reservations made or half of deposit held. Following the use of the facility, the custodian shall inspect the premises used by the person or persons making the reservation, and shall determine whether the building has been damaged by the person or persons using the building and whether the premises have been leaned in a satisfactory manner. The \$500.00 deposit shall be refunded to the person making the reservation if the custodian determines that no damage has occurred and that no amounts are necessary for additional cleaning. The custodian shall have the right to retain such sums from the damage and clean-up deposit as are necessary to cover any items of damage or clean-up which have not been taken care of by the person or persons making the reservation.

## **CLEAN-UP OR DAMAGE**

The person or persons making the reservation shall be responsible for all damages which occur to the building during the use of the Helper Civic Auditorium, and shall further be responsible for cleaning and restoring the building to its same state of cleanliness as the building was in immediately prior to the time the building was used by the person or persons making the reservation.

## **CIVIC AUDITORIUM TO BE USED FOR LAWFUL PURPOSES ONLY**

The Helper Civic Auditorium shall be used for lawful purposes only and the persons using the facility shall agree to abide by all federal, state, and municipal laws, ordinances, and statutes during the period of said use.

## **INDEMNIFICATION**

The persons, firms, corporations, or other organizations using the Helper Civic Auditorium shall execute and deliver to the custodian its agreement releasing Helper City from any and all liability for damage to persons or property occurring while the Auditorium is in use and agreeing to indemnify and hold Helper City harmless for any liability accruing to Helper City by reason of damage to persons or property.

## **MISCONDUCT**

The Custodian shall have the right and authority to remove any person from said building for misconduct, and he shall have the right and authority to prohibit any person from entering the Auditorium who has previously been found to be guilty of misconduct in said building.

These rules passed by the Helper City Council.