

UTAH COUNTY  
FACILITY USE POLICY

Adopted 17<sup>th</sup> day of November, 2015

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FACILITY USE POLICY

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# 1. GENERAL PROVISIONS

## 1.1 Use by Non-County Entities

- A. The use of Utah County facilities for non-County functions requires a signed Event Permit from the County in accordance with Article 13-8 of the Utah County Code. Use application forms and standard permit forms for various types of events are available for review at the Utah County Public Works Department, 2855 South State, Provo, phone (801) 851-8600. Park facility uses by groups of fewer than 50 persons, or use of a portion of a park facility by a group that does not exceed the defined capacity limit of a given area, or use of meeting rooms by small groups, may be excepted from the Event Permit requirements at the discretion of the County and are scheduled by reservation with the Public Works Department.
- B. An application for an event permit shall be made in writing to the Utah County Public Works Department at least thirty (30) days, but not more than one year, prior to such event.
- C. Event Permit applications are accepted on a first-come first-served basis except that preference for any given day (e.g. a specific date, a recurring weekend such as the second Saturday in June, etc.) for any particular county road or county property will be given to events which have previously been held on that day for at least the past two consecutive years (a Recurring Event) if the event application is made at least sixty (60) days prior to the given day and the applicant has fully complied with the terms of the previous event permit. If no application for a Recurring Event is made in a timely manner, or the applicant did not fully comply with the terms of the previous event permit, other applications for the same day for a particular county road and or county property may be processed in the order received.
- D. The Utah Valley Convention Center is exempted from this Facility Use policy. It is managed by an independent contractor that is responsible to set fees, determine acceptable use, and schedule the building.

## 1.2 Fees

- A. All non-County users are required to pay a fee for use of any of the scheduled facilities, except as provided in Section 1.3 hereof.
- B. Fees must be paid at least fourteen days prior to the scheduled use. Users scheduling less than fourteen days in advance shall pay the required fees at the time of scheduling.
- C. The established fees per event by non-County users for the use of County facilities are found in the Public Works Department Fee Schedule.

### 1.3 Exceptions to Fee Schedule

- A. A non-County user that is a non-profit entity may request that the Board of Utah County Commissioners waive fees for the use of County-owned facilities by addressing a letter to the Board prior to the issuance of the required Event Permit. Said letter requesting the waiver of fees shall address how the County would receive fair and adequate consideration for a fee waiver for use of the County facilities, including but not limited to contributing to the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the County's inhabitants.
- B. The Board of Utah County Commissioners may elect to waive fees for use of County facilities if it determines that the County is receiving fair and adequate consideration for the waiver of fees for use of the facilities, including that such a fee waiver would contribute to the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the County's inhabitants.
- C. There shall be no rental fee assessed for the monthly meetings of the Utah County Art Board, or for bodies of which Utah County is a voting member.

### 1.4 Refund Policy

- A. Cleaning deposits will be refunded to users if the applicable rules have been followed and if the facilities are left clean and in good order. Public Works will determine eligibility for the refund immediately after the event and prepare a request for reimbursement to the Auditor. Check disbursement takes about fourteen days.
- B. Users will be billed for costs associated with improper cleaning and damage to the facilities.

### 1.5 Insurance

- A. Third parties using or renting Utah County owned facilities, and who are required to obtain an Event Permit in accordance with Article 13-8 of the Utah County Code and Section 1.1 hereof, shall provide a certificate of liability insurance naming Utah County as a certificate holder. Said insurance shall be in amounts equal to or greater than the liability caps contained in U.C.A 63G-7-604.
- B. No exceptions to this insurance requirement shall be made.
- C. Utah County may be able to assist users in obtaining the required insurance coverage through the County's insurance carrier.
- D. Copies of all liability and insurance certificates will be kept on file by Utah County for five (5) years from the date of use by the third-party user.

## 1.6 Commercial Use

- A. County facilities shall not be used for commercial purposes such as selling products or services, or charging entrance fees unless authorization is granted by the Board of Utah County Commissioners. The following are excepted from this requirement:
  - 1. Office suites in the Historic County Courthouse which are leased by private entities.
  - 2. The ballroom and rotunda areas of the Historic County Courthouse pursuant to the requirements of Article 13-8 of the Utah County Code.
  - 3. Parks, parkways, and trails pursuant to the requirements of Article 13-8 of the Utah County Code.

## 1.7 Dances

- A. Dances are allowed only in the Rotunda of the Historic County Courthouse.
- B. All dances must comply with Provo City Ordinances. Only dances described in C., D. and E. below will be allowed.
- C. Dances conducted by a governmental entity or a public school will be allowed provided that:
  - 1. An Event Permit is obtained from the County by the governmental entity or the school which provides for the terms of the use of the facility for the dance.
  - 2. A certificate of insurance, in amounts acceptable to the County, shall be provided by the governmental entity or the school to cover the liability associated with the dance.
  - 3. A fee, as set forth in the Public Works Department Fee Schedule, is paid for use of the facility. A portion of this fee will be used to hire two County security officers to monitor the dance.
  - 4. The County security officers shall have the authority to disband the dance if conditions warrant.
  - 5. A cleaning/damage deposit, as set forth in the Public Works Department Fee Schedule, is paid to ensure that the facility is left clean and in good repair after the event. Deposits will be forfeited if the facility is not left clean or damage occurs to the facility during the event.
  - 6. The public generally shall not be allowed to attend the dance.

7. Tickets to the dance must be distributed in advance of the event. Tickets may not be sold or distributed at the door.
  8. Attendance at dances in the Historic County Courthouse shall be limited to 439 people to comply with the fire code for the building. No more than 439 tickets may be provided or distributed for the dance event.
- D. Dances conducted by a bona fide club, organization, society, or association which is exempt from taxation pursuant to Section 501(c)(3), Internal Revenue Code (hereinafter “charitable entity”), when all proceeds arising from such entertainment are used exclusively for the benevolent purposes of the charitable entity will be allowed provided that:
1. An Event Permit is obtained from the County by the charitable entity which provides for the terms of the use of the facility for the dance.
  2. A certificate of insurance, in amounts acceptable to the County, shall be provided by the charitable entity to cover the liability associated with the dance.
  3. A fee, as set forth in the Public Works Department Fee Schedule, is paid for use of the facility. A portion of this fee will be used to hire two County security officers to monitor the dance.
  4. The County security officers shall have the authority to disband the dance if conditions warrant.
  5. A cleaning/damage deposit, as set forth in the Public Works Department Fee Schedule, is paid to ensure that the facility is left clean and in good repair after the event. Deposits will be forfeited if the facility is not left clean or damage occurs to the facility during the event.
  6. Tickets to the dance may be distributed in advance of the event or sold or distributed at the door.
  7. Attendance at dances in the Historic County Courthouse shall be limited to 439 people at a time to comply with the fire code for the building.
  8. Not more than one (1) public dance may be held at the same location in each of the following time periods: June-August, September-November, December-February, and March-May
- E. Dances provided as entertainment for invited guests at an event such as a wedding reception are permitted in the Historic County Courthouse.
- F. Organizations sponsored by a governmental entity, school or a charitable entity will not be allowed to use County facilities for dances.

## 1.8 Media Production Events

- A. A media production event is defined as an organized activity in which a group of ten or more people engage in the production of photographic, video, or audio recordings, with the exception of news reporting and of small groups involved in the production of recordings for strictly personal use.
- B. A bond may be required for certain types of stunts or effects, construction in or on a building or property, or other proposed activities which, in the County's judgement, may result in damage to a County building or property.
- C. The County will bill the user for all costs associated with the repair or restoration of any damage, not covered by a bond or insurance, caused by the user to a County building or property.
- D. The County will provide access to County personnel, available via pager, as may be necessary for the entry and operation of the building or property being used. This service will be provided at no charge during the County's regular business hours. The County will bill the user for all personnel time outside of regular business hours required to perform this service. The County may, at its discretion, require the user to pay all costs for maintenance and/or security personnel to be on-site during all or part of the usage time. Traffic and crowd control on roads and other properties is the responsibility of the user and must be coordinated with the appropriate public safety agencies.
- E. An Event Permit specific to media production location activities, prepared by and coordinated through the Public Works Department, is required before use of any Utah County building or property will be allowed. No additional fee is charged for preparing and processing the Permit.

## 1.9 Violations

Violation of any of the provisions of this policy may be cause for the County to immediately terminate user's use of county property, facilities and roads and deny a user's future applications for use of County facilities, property and roads. Notwithstanding the above, the County reserves the right to pursue civil fines or criminal penalties for the damage to, misuse of, or trespass on County facilities, properties, or roads.

## 2. BUILDINGS AND GROUNDS

### 2.1 Building Use

The individual departments of the County are provided office and support space for their departmental use. In addition, meeting rooms and conference rooms are provided on a scheduled basis for county functions. **When the meeting rooms and conference rooms are not being used to accommodate county and county tenant needs, the rooms are made available on a fee basis to other users and the public.** All users are expected to treat the facilities properly. Each county employee is expected, through their department, to watch for inappropriate behavior or use in the buildings. Problems of behavior or use should be reported to Security. Maintenance problems in the buildings should be reported to Public Works as soon as detected.

Security Pager, Leave # at (801) 851-8300

Public Works (801) 851-8600

### 2.2 Responsibilities

- A. County Commission. The Utah County Commission is ultimately responsible for the proper maintenance, care and use of the buildings, grounds and individual rooms in the Utah County buildings. The County Commission delegates building and grounds security to the Sheriff's Security Division. The County Commission delegates the maintenance and care of the buildings and grounds to the Utah County Public Works Department. Maintenance is performed by the Public Works Department. Part of the custodial services are performed by a private contractor under the supervision of the Public Works Department. Department use of the space is delegated to the individual department. Use of the grounds, meeting rooms and conference rooms are scheduled through the Public Works Department.
- B. Security. The Security Division of the Sheriff's Department is responsible for security of all Utah County buildings and grounds. Security also serves as a lost and found agent for the buildings. Security can be reached by calling their pager at (801) 851-8300 and leaving a call back number.
- C. Public Works. The Public Works Department is responsible to maintain and care for Utah County buildings and grounds. The department is also responsible to coordinate schedules for meeting rooms, conference rooms, the ballroom, the rotunda, lobby areas and grounds use, and to make sure these areas are set up for events as directed. Scheduling can be accomplished by calling Public Works at (801) 851-8600.
- D. Public Works Director. The Public Works Director is responsible for building and grounds maintenance, supervision of custodial services, room arrangements and energy conservation. Concerns or suggestions can be directed to the Public Works Director at (801) 851-8600.



- E. Custodial Services (Custodian). Utah County contracts a portion of its custodial services to a professional custodial service. Custodial concerns can be directed to Public Works at (801) 851-8600.
- F. Departments. Departments are responsible to take care of all their assigned building facilities. Each Department is also responsible to enforce the rules of this building policy. Each Department is responsible for the costs of major projects, additions to space, and moving furniture or boxes. The Public Works Department will assist with these items at cost. Cleanup after each use of a common area is the responsibility of each user department.

### 2.3 Scheduling

- A. The meeting rooms of the County are arranged so that they can accommodate many activities at the same time. Proper scheduling is essential to maintain order and control. Rooms can be scheduled by calling Public Works at extension 8600 or (801) 851-8600. All scheduling requests shall be made as far in advance as possible. Grounds use can be scheduled and Event Permit arrangements made for the use of the grounds by contacting Public Works at (801) 851-8600.

- B. The following rooms are scheduled by Public Works:

L 700 and Kitchen		Administration Building
L 800		Administration Building
L 900		Administration Building
1400	Commission Chambers (Limited use)	Administration Building
1500	Conference room	Administration Building
1600	Multipurpose room	Health & Justice Building
1601	Multipurpose room	Health & Justice Building
2500	Multipurpose room	Health & Justice Building
2501	Multipurpose room	Health & Justice Building
3012	Conference room	Health & Justice Building
211	Board room	Historic County Courthouse
306	Ballroom	Historic County Courthouse
319	Meeting Room	Historic County Courthouse
Rotunda		Historic County Courthouse

- C. Time for preparation and cleanup must be scheduled as part of the time reserved for meetings and activities.
- D. Meetings and activities shall end on time. Sufficient time shall be given for cleanup within the scheduled time for the reservation so that back-to-back events may be scheduled.

## 2.4 Commission Chambers

The Commission Chambers are available for use on a limited basis outside of the regularly scheduled meeting times of the County Commission, the Planning Commission, the Board of Adjustment, and the Board of Equalization.

## 2.5 Conference Rooms Within Office Areas

Conference rooms within office areas are for the use of the department where they are located. On a limited basis, these rooms may be available if scheduled through the department involved. Departments planning to use these rooms outside of regular business hours should notify Public Works, at (801) 851-8600, at least 24 hours prior to the use so that lighting, HVAC, and elevator control systems can be programmed accordingly.

## 2.6 Conduct

- A. The party reserving the facility is responsible for the conduct of all participants and guests.
- B. No smoking, vaping, or drug use is allowed in County facilities or on County grounds. Alcoholic beverages are not allowed to be served or consumed at or in Utah County owned facilities.
- C. Preparation, setup and cleanup are the responsibility of the party reserving the facility.
- D. Meetings and activities must be conducted in a manner to avoid any damage to the buildings and its furnishings. Users will be billed for actual labor, materials, and other costs or damages.
- E. Participants and guests are to remain in the area of the building that has been reserved for the meeting or activity. Children attending meetings or activities in County facilities must be supervised at all times by the adults present. If children are unwilling to be supervised, they shall be invited to leave or be referred to Security. Children shall not be allowed to play in halls, elevators or rest rooms. Children shall not be left unattended in the parking lots, on the grounds or in other unreserved areas during meetings or activities.
- F. Lights should be turned off in the scheduled room at the conclusion of the activity.
- G. Pets or animals (except trained service animals) are not allowed in the buildings.

## 2.7 Tables and Chairs

- A. The County has a limited number of tables and chairs for use with meetings and activities within the buildings only. Tables and chairs shall not be removed from the building or used outside. Arrangements for tables and chairs should be made at the time the facility is reserved. If tables or chairs are brought into the building by the user, they shall have non-mar feet and shall be delivered to and removed from the building using the service entrances. Outside tables and chairs are not to be in the building prior to or after the time of the reservation.
- B. Tables and chairs shall not be placed anywhere on the 3rd floor balcony of the Historic Courthouse except for rectangular tables which may be placed against the wall between the entry doors to the Ballroom and to room 319. Under no circumstances shall chairs or tables be placed near or against the 3<sup>rd</sup> floor glass safety railing.

## 2.8 Other Equipment

- A. Arrangements for equipment should be made at the time of reservation for meetings and activities held in County buildings. Equipment brought into the building from the outside must be delivered and removed using service entrances. Equipment can not be stored in the building prior to the start of the reservation time or be left after the conclusion of the reservation time.
- B. A limited amount of audio/visual equipment is available for use upon request. This includes:
  - Sound system
  - TV/VCR/DVD
  - Overhead Projector
  - Projection Screen
  - Podium

## 2.9 Food and Beverages

- A. Food serving areas are available adjacent to Administration Building Room L 700, Health and Justice Building Rooms 1600 and 2500, and Historic Courthouse Ballroom and Room 211. The rooms are equipped with sinks, cupboard space, refrigerators and microwaves. Food and beverages are allowed in any of the reserved areas **except the Commission Chambers** provided proper care is taken of the facilities. Extreme care should be taken to avoid spills of all food and beverages. Accidental spills should be cleaned up immediately. All waste material should be placed in proper disposal containers and taken to the dumpsters in the parking lot. The rooms should be completely cleaned by the user.
- B. Staining foods and drinks will not be permitted in reserved areas. Red punch is not permitted in any area.

## 2.10 Special Items

- A. Special lighting, sound equipment or other non-standard equipment will not be allowed in the buildings. Media production companies (video, film, audio, etc.) must make specific arrangements through Public Works to use County facilities, and will be required to provide appropriate insurance.
- B. Folding partitions in the buildings are not to be opened or closed except by Public Works.
- C. Glitter, rice, confetti, graphite, paint, birdseed, hay, straw, corn stalks, grass, palm fronds, and non-fire retardant Christmas trees are not allowed in the buildings.
- D. Open flames are not allowed in the buildings or on the grounds. Lighted candles, candle warmers, or open flames of any kind are not to be used.
- E. Tables, chairs and other heavy items are to be carried when moved to avoid damage to the floor. Tables, chairs and other equipment are not to be taken from the buildings for any reason.
- F. All decorations, posters, displays, etc. used in meeting rooms shall be free-standing and shall not be attached to walls, panels, partitions, or ceilings.

## 2.11 Safety

- A. Applicable City safety laws and regulations are to be observed in Utah County buildings and on the adjacent grounds. All users of Utah County buildings and grounds are obliged to keep the buildings and grounds safe for building tenants, other users and the general public. Activities that jeopardize the grounds, buildings, furnishings or building occupants shall not be permitted.
- B. If water, drinks, or food items are spilled on the floor, they shall be cleaned up immediately.
- C. Hallways, lobbies, stairways, landings, exits, traffic areas, automatic sprinkler heads, and exit signs shall remain free of obstructions at all times. Storage areas shall be kept safe, neat and clean. Chemicals shall not be stored in office closet areas or any other area of the building, unless designed for that storage.

## 2.12 Fire codes

- A. City Fire Codes apply in all Utah County buildings. Fire extinguishers are provided at strategic locations in the buildings in case of emergency. Fire extinguishers are not to be removed unless they are used to put out a fire. Fire exits are available and are clearly marked with exit signs. Emergency exits are

equipped with crash hardware for immediate exit in case of emergency.

- B. Portable heaters are not allowed in the buildings except as permitted on a case-by-case basis by Public Works. Only one electrical appliance or lighting fixture is to be used on each outlet. Extension cords, if needed, should be three-wire variety (#14 three-wire). Care should be taken not to overload electrical circuits.

### 2.13 Emergency Procedures

- A. Should an emergency occur while the building is occupied, appropriate public safety notification procedures should be followed and, if needed, applicable building evacuation plans should be followed. Security and Public Works should be notified as soon as possible. Designated meeting places during a building evacuation shall be determined in advance by each tenant department.
- B. In an earthquake emergency, care should be taken to stay in safe locations within the building rather than exiting the building.

### 2.14 Meeting Room Capacities

The following room capacities for the various meeting rooms in Utah County Buildings shall not be exceeded:

<u>Room No.</u>	<u>Description</u>	<u>Capacity</u>		
		Standing	Chairs	Chair/Tables
L 700	Administration Assembly Room	60	40	24
L 800	Administration Assembly Room	90	50	40
L 900	Administration Assembly Room	90	50	40
1400	Commission Chambers - Administration	NA	80	NA
1500	Conference Room - Administration	30	25	12
1600	Multipurpose room - Health & Justice	180	105	80
1601	Multipurpose room - Health & Justice	120	50	32
2500	Multipurpose room - Health & Justice	180	105	80
2501	Multipurpose room - Health & Justice	120	50	32
3012	Conference room - Health & Justice	NA	NA	15
200	Courthouse Second Floor	439	200	179
211	Courthouse Board Room	NA	NA	20
306	Courthouse Ballroom	223	100	80
319	Courthouse Meeting Room	100	50	NA

### 2.15 Furniture

- A. Furniture is provided by the County for county departments. When additional or replacement furniture is needed, the department should consult with Public Works to determine costs to be included in budget requests. The selection of furniture will be determined after considering the items compatibility with the

existing county furniture, initial cost and life cycle cost.

- B. Furniture should be sent to Public Works when it no longer functions as intended or needs repair. Public Works will keep a minimal supply of furniture available for temporary use.

## 2.16 Grounds

- A. The grounds adjacent to County buildings may be made available for use on a limited basis by obtaining an Event Permit from the County. For purposes of this policy, the grounds adjacent to the Historic County Courthouse and the County Administration Building shall be considered as a single unit. The area under and around the Weeping American Elm on the south side of the County Administration Building is not available for use. Users shall provide a layout map of their intended uses which shall become part of the Event Permit.
- B. Users of the grounds shall comply with the following minimum requirements unless specified otherwise in the Event Permit:
  1. No more than 30% of the total grounds area of a facility may be used at any one time.
  2. Consecutive hours of occupancy shall not exceed 84 hours for any one event including setup and take-down time.
  3. No area may be used more than once by any user within any 2 month period of time. The County may require a longer period between uses of a particular area depending on the condition of the area.
  4. The grounds shall be protected from damage. The cost to repair any damage shall be paid by the user.
  5. Sidewalks shall be not be obstructed by booths, tents, displays or other items.
  6. No vehicles may be driven on or parked on grass or other planted areas. Large trucks and other heavy-weight vehicles shall not be driven on sidewalks.
  7. Plywood or similar material shall be placed as flooring in the work areas and customer waiting areas of all food vendor booths. Tents and canopies shall be secured with ballast weights instead of stakes unless otherwise approved in advance by the Public Works Department.
  8. Parking lots that have not been approved for use shall be kept unobstructed and open to public use.

9. Electricity and culinary water may be available for use from the County on a negotiated basis.
10. Users shall notify the County in writing, prior to issuance of the Permit, of any intent to occupy or otherwise utilize any properties or roads not owned by the County which are adjacent to the grounds. The streets adjacent to the Health and Justice Building (100 South Street, 100 East Street, and 200 South Street) shall not be blocked off during business hours or times that the building is being used in the evenings.
11. Users shall participate with a County representative in a walk-through of the grounds before and after each event to inspect the condition of the grounds.

### **3. PARKS AND TRAILS**

#### **3.1 Rules for All County Parks and Parkways, and Trails**

- A. See also Article 13-8 “Use of County Roads and County Property”, and Article 13-10, “County Trails”, of the Utah County Code.
- B. Park hours are 7:00 a.m. to 10:00 p.m. each day.
- C. Parkway and trail hours are 5:00 a.m. to 11:00 p.m. each day.
- D. Discharge of firearms and archery are prohibited except by written permission from Utah County.
- E. Possession or consumption of alcohol or drugs is prohibited.
- F. Golfing is prohibited.
- G. Unauthorized motor vehicles are prohibited on parkways, trails, lawns, or in pavilions.
- H. Overnight camping is prohibited except in designated areas.
- I. All pets must be on leashes and owners are responsible to clean up pet droppings.
- J. Audio systems shall not be audible beyond 50 feet or beyond any park boundary.
- K. Group activities and use of audio systems are prohibited after 10:00 p.m.
- L. Removal or cutting of any plants, trees or natural materials is prohibited.

- M. Littering is prohibited. Users shall utilize trash containers and shall clean up after their use of the facilities.
- N. Bonfires and burning of pallets are prohibited. Small fires are allowed only in designated locations.
- O. Use of metal detectors or other devices for the purpose of locating or removing any metallic or other object of value, except as may be performed by utility companies or professional surveyors in the normal conduct of authorized business, is prohibited.
- P. Use of amusement rides, bounce houses, climbing walls, and similar items in County parks is allowed only with prior approval of the Public Works Department. Parties requesting such use shall provide the County with an acceptable insurance certificate applicable to the requested use.
- Q. All events or uses involving "horse tripping" as defined in Utah State Code are prohibited in all County parks.

### 3.2 Additional Rules for Specific Facilities

- A. **Overnight Camping Parks:**  
Camping by any user is limited to 7 consecutive days when using a recreational vehicle or trailer with self-contained toilet and shower facilities. Otherwise camping by any user is limited to 3 consecutive days (2 nights).
- B. **Vivian Park Fishing Pond:**  
Fishing is allowed only by children under the age of 12 and by the handicapped.
- C. **Lincoln Beach Park - Boat Launching:**
  - 1. When putting boats into the water they shall be prepared for launching prior to the user driving onto the boat ramp.
  - 2. Parking on the boat ramp is prohibited.
  - 3. Boats operated in the harbor shall not exceed "wakeless" speeds.
  - 4. Swimming in the harbor is prohibited
  - 5. When taking boats out of the water they shall be prepared for the highway after leaving the boat ramp.
- D. **Parkways and Trails:**
  - 1. The speed limit on all parkways and trails is 15 miles per hour, or as otherwise posted.



2. Users shall remain on the path and shall avoid leaving the path and creating new trails which destroy adjacent vegetation.
3. Parkway and Trail Etiquette:
  - a. Users shall keep to the right and always pass on the left.
  - b. Users shall warn others before passing (verbally, horn or bell).
  - c. Users shall observe all pedestrian rights-of-way.
  - d. Helmet and safety equipment use is recommended for non-pedestrians.
4. With the exception of emergency personnel in the performance of their duty, no governmental agency, utility, private company or individual shall access or allow others to access any parkway or trail with motorized vehicles without written permission from Utah County. Authorized vehicles shall obey the following:
  - a. All vehicles that access the parkways shall be rubber tired vehicles.
  - b. All gates shall be closed and locked after each entrance and exit.
  - c. Vehicles are not allowed during peak usage time periods.
  - d. Vehicles shall be driven at a slow prudent speed.
  - e. Vehicles shall be driven with warning lights activated.
  - f. Vehicles are required to stop and yield to ALL bicycle and pedestrian traffic.
  - g. When stopping or parking, vehicles shall pull over so that the vehicle is completely removed off the asphalt path and shoulder where possible.
  - h. During construction or maintenance work, flagmen shall be utilized and warning and construction signs should be placed in accordance with the Manual on Uniform Traffic Control Devices.
5. No excavation or construction work shall be performed on any parkway or trail without a written "Excavation Permit" from Utah County.
6. No road, driveway, bridge or access shall connect to any parkway or trail without a written "Access Permit" from Utah County.
7. See also Article 13-10, "County Trails", of the Utah County Code.

#### **4. ROADS AND OTHER PROPERTIES**

##### **4.1. Permit Required**

No event, as defined in Utah County Code 13-8-1, shall be allowed on any Utah County road or other County property without a written "Event Permit" from Utah County.