

San Miguel County Fairgrounds & Regional Park Norwood, Colorado



2018



USER'S GUIDE

FEE SCHEDULE

Individual Public Usage Rates	Rate	
Indoor Arena – At will	\$3.50/Hour/Rider	
Adult Annual Membership	\$175./year	
Youth Annual Membership	1 st youth/family \$90./year	2 nd youth/family \$75./year
Family Annual Membership	\$250./year	
Outdoor Arena	No Fee	
Track	No Fee	
Reserved Arena Riding	\$7.50/hour	
Stalling/ Pen Boarding	Per Night	Per Month
Stall	\$7.00	\$40.00
Cleaning/Damage Deposit	\$30.00	\$30.00
Pens		
Large	\$7.00/horse	\$75.00
Cleaning/Damage Deposit	\$30.00	\$60.00
Medium	\$7.00/horse	\$50.00
Cleaning/Damage Deposit	\$30.00	\$50.00
Small	\$7.00/horse	\$40.00
Cleaning/Damage Deposit	\$30.00	\$40.00
Temporary Panel Pens	\$4.00	
<small>(Licensee is responsible for cleaning stalls or pens.)</small>		

Facility Event Reservations Rates	Commercial Rate	Discounted User Group Rate	Non-Discounted User Group Rate
Ball Fields			
Daily	\$120.00/field	\$25.00/field	\$35.00
Hourly	\$15.00/field	\$6.00/field	\$10.00
Youth – per team in the league		\$25.00/season	\$25.00/season
Adult – per team in the league		\$100.00/season	\$125.00/season
Barn Area			
Daily	\$150.00	\$7.00/stall or \$4.00/ panel pen	\$8.00/stall or \$5.00/ panel pen
Entire Facility	By daily component rates	\$150.00/day	\$150.00/day
Event Center Concrete Apron <small>(depends on type/duration of event)</small>	\$7.50/hour to \$50.00/day	\$3.00/hour to \$50.00/day	\$4.00/hour to \$50.00/day

Event Center Kitchen Used for Cooking Used for Serving Only Non-Event Related Cleaning/Damage Deposit	\$35.00/Event \$25.00/Event \$15./Hour/\$75.00/day Ranges from \$50.-\$150.	\$25.00/Event \$15.00/Event \$15./Hour/\$75.00/day Ranges from \$50.-\$150.	\$30.00/Event \$20.00/Event \$20./Hour/\$75.00/day Ranges from \$50.-\$150.
Grand Stands - only			\$30.00/event
Vacant Lot (east or west of Glockson Bldg.) Daily Hourly Cleaning/Damage Deposit	\$75.00 \$10.00 Ranges from \$50.-\$150.	\$35.00 \$6.00 Ranges from \$50.-\$150.	\$40.00 \$8.00 Ranges from \$50.-\$150.
Event Center/Indoor Arena Daily Hourly Reserved – Private Cleaning/Damage Deposit	\$150.00 \$15.00 \$7.50/hour Ranges from \$100.-\$500.	\$6.00 Ranges from \$100.-\$500.	\$7.00 Ranges \$100.-\$500.
Outdoor Arena Daily Hourly Reserved – Private Cleaning/Damage Deposit	\$100.00 \$10.00 \$7.50/hour Ranges from \$100.-\$500.	\$6.00 Ranges from \$100.-\$500.	\$7.00 Ranges from \$100.-\$500.
Parking Long-Term Trailer Parking	See Sec. 6.2.b \$50.00/month		
Pig Palace Daily Hourly Youth Cleaning/Damage Deposit	\$75.00 \$10.00 Ranges from \$100.-\$500.	\$35.00 \$6.00 \$5.00/hour Ranges from \$100.-\$500.	\$45.00 \$8.00 \$5.00/hour Ranges from \$100.-\$500.
Race Track	\$100.00/day	Pre-empted by use.	Pre-empted by use.
RV/Camping Camping must be tied to an event occurrence	Electric/Water Hookup \$15./night	Electric \$10./night	Dry – No Hookup No charge
Transit Parking Lot Daily Hourly Cleaning/Damage Deposit	\$75.00 \$10.00 Ranges from \$50.-\$150.	\$35.00 \$6.00 Ranges from \$50.-\$150.	\$45.00 \$8.00 Ranges from \$50.-\$150.
Vendor Permits Profit Non-Profit Display/Information Booth Vendor Food vendors must be self-contained.	\$25.00/day no vendor fee	\$15.00/day	\$15.00/day
Holdover Rates	\$25.00/hour*	\$25.00/hour*	\$25.00/hour*

*If Licensee or guests remain on the Premises beyond the hours of this Agreement, Licensee may be charged a fee of \$25.00 for each hour or a fraction thereof that the Premises remain occupied. This fee may be deducted from the Licensee's damage deposit.

Welcome

This San Miguel County Fairgrounds & Regional Park User's Guide covers the operating policies and procedures of this facility. Inside you will find information on our facilities, pricing, policies and available services. This guide sets forth, in detail, the conditions under which an individual or an organization of any type may endeavor in commercial or private enterprises, displays, entertainment, livestock shows, horse racing, sports events, or events on any portion of the Fairgrounds facility property. We've used the acronym SMCFG throughout this guide in reference to our facility.

Many activities may have special circumstances not covered in this guide. And as occasions arise, when there is no clear cut, precise, or written policy, the Fairgrounds Management has the authority to resolve the matters at hand until such time a policy can be developed or clarified. This should be discussed with the Fairgrounds Management for any special provisions and regulations that may apply. Please contact us if you have any additional questions, which aren't covered in this guide. All policies and procedures are subject to change.

We look forward to serving you.

DeeAnna Burbridge
Fairgrounds Coordinator

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1. General Information & Policies

1.1 Fairgrounds Information

a. Mission Statement

The mission of the San Miguel County Fairgrounds is to provide citizens of San Miguel County with a multi-use event facility which serves agricultural, business, cultural, educational, recreational, rural and youth interests of San Miguel County and the Western Slope.

a. Administrative Office (Fairgrounds Main Office)

The Administrative Office of the San Miguel County Fairgrounds is located in the south east corner of the Event Center. The office is open to the public Monday, Wednesday and Friday from 9:30 AM to 5:30 PM, excluding weekends and holidays.

San Miguel County Fairgrounds
1165 Summit Street
Norwood, CO 81423
www.sanmiguelcountyco.gov

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Fax: 970-327-4341
smcfairgrounds@sanmiguelcountyco.gov

b. Absence of Policy

As occasions arise, when there is not clear cut, precise, or written policy, SMCFG Management has the authority to resolve the matters at hand until such time that specific policy can be developed or clarified.

c. Annual Review of Fairgrounds User Guide and Policy

This document shall be reviewed annually by SMCFG Management and presented to the BOCC for adoption.

d. San Miguel Basin All-Around Board

The purpose of the San Miguel Basin All-Around Board is to provide advisory support and assistance to Fairgrounds Staff and the Board of County Commissioners for the planning, promotion, funding and implementation of services and operations for the San Miguel County Fairgrounds & Regional Park. The All-Around Board shall review annually the Fairgrounds User's Guide, Capital Projects and the Goals & Objectives of the Fairgrounds. This review shall include recommendations to Fairgrounds Staff on prioritization of current and future capital projects as well as Goals & Objectives.

1.2 General Rules, Requirements & Assumptions

a. Governing Law

SMCFG is owned by the County of San Miguel, Colorado and is provided for the use and enjoyment of the citizens of San Miguel County. Use of this facility is governed by, construed and enforced in accordance with the Policies, Resolutions and Ordinances of San Miguel County; and the laws of the State of Colorado. The venue for all legal proceedings hereunder shall be San Miguel County, Colorado.

b. Insurance Requirements

Liability insurance may be required for all commercial and some non-commercial events held at the San Miguel County Fairgrounds. It is the responsibility of the event holder or vendor to obtain, at its own cost and expense, said insurance(s) necessary. Requirements are established with each Use License and are based on the planned activity. SMCFG general requirements are listed below.

No individual or organization shall be allowed to use the facilities at the San Miguel County Fairgrounds unless all requirements for insurance are met. These requirements pertain to all users without exception, including promoters, organizers, vendors and private individuals. If an individual or organization fails to comply with the insurance regulations, SMCFG reserves the right to cancel the scheduled event. Please contact the Fairgrounds office in advance to discuss insurance requirements for your planned activity.

The general requirements for events and vendors are as follows:

Standard and Public Events:

- ✓ **Commercial General Liability** \$1,000,000.00 Minimum coverage
Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage is established by each Use License.
- ✓ **Automobile Liability** \$1,000,000.00 Minimum coverage
Required for all commercial vehicles utilized by the Event Holder in the production of the event. Vehicles used only to tow a mobile concessions unit that are not considered part of the production of the concession business are exempted from this requirement, but instead this class of vehicles shall have usual and customary auto liability as required by Colorado law. But, for commercial autos, Automobile Liability that is required is generally \$1,000,000.00/accident for bodily injury and property damage.
- ✓ **Workers Compensation Insurance** is required for all commercial events within the scope and limits set as required by the laws of the State of Colorado.

Certificates evidencing insurance must be provided to SMCFG in advance on an Accord 25-S form (or similar) with San Miguel County include San Miguel County, Colorado, Board of County Commissioners, P.O. Box 1170, Telluride, CO 81435 identified as the Certificate Holder and include the endorsement language shown below:

Licensors, its officers, officials, employees and volunteers are endorsed as ADDITIONAL INSUREDS, as respects liability, on behalf of the Licensee, arising out of this License and the SMCFG receives a copy of such written policy endorsement.

Private Events

- ✓ **Host Liquor Liability Insurance** (Where alcohol is given away) \$350,000. Per injury - Per occurrence - \$990,000. Per occurrence
A separate policy is required for private events where alcohol is given away (e.g. weddings, parties).
- ✓ **Liquor Legal Liability Insurance** (Where alcohol is sold) \$350,000. Per injury-Per occurrence - \$990,000. Per occurrence
Includes a per drink charge, admissions, donations and/or tips. \$1,000,000. Aggregate per event.

For private or family events in our buildings (e.g. weddings and receptions) where alcohol will be given away, the liability insurance coverage required (listed above) can often be obtained from the host family's homeowners insurance. Proof of such coverage is required prior to any alcohol service at the event. Certain events where alcohol will be sold will require a special event liquor license from the County (see Alcohol).

Other insurance endorsements and provisions may also be required by each Use License. It is the responsibility of each individual or organization requesting use of the facility to meet these requirements in the time required. Please contact the Fairgrounds office in advance to discuss insurance requirements for your planned activity.

Deductibles and self-insurance must be declared to and approved by the San Miguel County Fairgrounds and the San Miguel County Risk Management Department as is required to be paid by the individual or organization being issued the Use License upon claim.

The insurance requirement does not reduce or eliminate the users for taking precautions. These precautions shall be exercised at all times for the protection of all persons (including the employees and volunteers of the San Miguel County Fairgrounds) and property. Safety provisions of all applicable rules and regulations shall be observed, and hazards arising from the work performed shall be guarded against or eliminated in accordance with the highest standards of safety practice. All users of the facility, and any subcontractors, must comply fully with all requirements of the Occupational Safety and Health Act and any other pertinent rules or regulations.

c. Indemnification

By renting the Fairgrounds facilities, all Event Holders agree: to protect, defend, indemnify, save and hold harmless the San Miguel County Fairgrounds, San Miguel County, its officers, officials, employees, volunteers and agents free and harmless from, and against, any and all losses, penalties, damages, illnesses or liabilities of every kind and character arising out of, or relating to, any and all claims, obligations, actions, proceedings, liens, or causes of action arising directly or indirectly, out of the activities contemplated under your License. Without limiting the generality of this clause, any and all such claims or actions relating to personal injury, or of any other tangible or intangible personal or property right, whether or not arising under the constitution of the state or federal government, or actual or alleged violation of any other applicable statute, ordinance, administration order, rule or regulation, or decree of court, shall be included in the indemnity hereunder.

d. Liability Waivers

An Acknowledgement, Release and Waiver of Liability form (“Liability Waiver Form”) must be properly executed and submitted by any individual prior to participation or function (volunteer, etc.) in any equestrian event or sport activity. A properly executed Liability Waiver Form is a perpetual agreement and is kept on file and available for public review in the Fairgrounds Coordinator’s Office, until otherwise deemed unsuitable by law or revocation by the county. It is the responsibility of the Event Holder to collect and submit properly executed Liability Waiver Forms to SMCFG Management in a timely manner.

- **Execution and Submission Criteria:** In order to be properly executed and submitted, the following criteria must be met:
 - ✓ The Name of the Participant must be clearly printed and legible.
 - ✓ Signature of Participant.
 - ✓ **Adult:** Anyone age 18 or over.
 - ✓ **Minors** (under age 18): The minor participant *must* sign as the participant. The Signature of the Parent or Legal Guardian is also REQUIRED.
 - ✓ Date of Birth is required for all minor participants.
 - ✓ Witness: The document must be properly witnessed by a third party, other than the participant or parent/legal guardian.
 - ✓ The document must be submitted to Fairgrounds Management in a proper and timely manner.

- **Organized Non-equine Sport Activity**

Activities of this type, providing proper insurance coverage, may be exempt from this requirement and shall be determined by Fairgrounds Management on a case-by-case basis.

e. Handbilling and Solicitation

Any handbilling or solicitation to be conducted at the Fairgrounds is at the discretion of the Event Holder presenting the scheduled activity, so long as the peace is not breached. The Event Holder will determine if any requests for solicitation will take place outdoors only in a designated booth area or if they will allow individuals to casually walk around and solicit and handbill at will. In the case of the annual San Miguel County Fair, any handbilling activity must be approved in advance by the San Miguel Basin Fair Board. During the San Miguel Basin Fair, these types of groups may present themselves by renting a booth as a vendor would. (Handbilling is defined as handing out paper flyers and includes all types of flyers, including, but not limited to, promotion of political

candidates or causes; Solicitation is defined as requests for money, political support, signatures, financial assistance, etc.)

f. Picketing/Protesting

Picketing is allowed at the SMCFG only in designated areas. The area(s) will be determined with the consent of the Event Holder presenting the scheduled activity, and in the case of the annual San Miguel Basin Fair, any picketing activity must be approved in advance by the San Miguel Basin Fair Board. [Picketing is defined as demonstrations (with or without signage) in a public display in order to protest or persuade].

g. Politicians/Political Party

The San Miguel County Fairgrounds is available for rent to any elected official, candidate, association and issue group. During the San Miguel Basin Fair, or any other event, and with the approval of the Event Holder, these types of groups may present themselves by renting a booth as a vendor would.

h. Event Access by Staff

San Miguel County Fairgrounds Staff are responsible for the management and maintenance of the Fairgrounds facilities and property and have the right to access the facilities and property at any time during any event.

i. Licenses, Taxes, Fees & Permits

Special licenses and permits may be required for your event. Be certain to check with all applicable authorities to be certain you are in compliance at all levels. The Event Holder must obtain all permits and/or licenses required by applicable law, ordinance, resolutions and rules. Please provide copies of all required permits and/or licenses to the SMCFG prior to the event.

Special taxes and fees may be applicable. Any and all taxes, fees and assessments, including but not limited to, license fee, fees for permits, profits, sales or use taxes, personal property taxes or any other taxes that may be levied or assessed on the assets, shall be borne and paid by the Event Holder.

Event Holders and Event Holder vendors are responsible for payment of all sales or use taxes, assessments and/or fees in compliance with San Miguel County and the State of Colorado. It is the Event Holder and/or the Event Holder's vendor's responsibility to collect and submit payment. Sales tax information can be found on Colorado.gov.

j. No discrimination

No Event Holder using SMCFG shall discriminate in the use of the premises against any person because of race, creed, color, religion, national origin, political belief or affiliation, age or sex, or disability.

k. Photos

SMCFG often records events and activities taking place on the property. All users of the SMCFG, by virtue of their presence on the property, are consenting to allow San Miguel County, and the Fairgrounds, rights to photograph them, their guests, participants and the event itself while on the property. These photographic or video images shall be the property of San Miguel County and are for educational, promotional or documentation purposes only.

l. Donations

From time to time, groups have donated labor, materials and equipment to the SMCFG for use at the Fairgrounds. It is understood that these donations become the property of San Miguel County at that time. It is also understood that these donations in no way confer special privileges or discounts upon the donors to the Fairgrounds.

m. Utility Theft

Any unauthorized use of any utility located on the fairgrounds, including electricity or water, shall be considered theft and shall be prosecuted to the fullest extent of the law.

n. Violation of Rules, Policy or Regulation

Violation of Rules, Policy or Regulation may result in revocation of access to the SMCFG.

1.3 Facility Booking Information & Policies

a. Booking Events/Reservations

The steps shown below are a general guideline to booking your event, however; there may be additional requirements depending on the nature of your event or activity.

1. Contact the Fairgrounds office by phone or email to determine the availability of the dates for the facilities you are requesting.
2. You will need to reserve the date with the Fairgrounds Management. Please be prepared with all necessary information regarding your event or activity (time, date, number of attendees, special needs, etc.).
3. Once the reservation(s) is confirmed, SMCFG will generate and present a Use License Agreement (contract) along with other documents necessary for your event. No organization or individual may use any portion of the Fairgrounds for an organized event or scheduled function without having first obtained a Use License Agreement for occupancy. Provisions of the Use Agreement will supersede the provisions of general policy in cases where there is a conflict. Review the License and all attachments, then sign and return the License and any other requested documents and any facility rental payments to the Fairgrounds office.
4. Use License Agreements for use of the SMCFG **must** be completed, signed and approved by the Fairgrounds Management in a timely manner prior to the scheduled event. **If any conflict or inconsistency exists between this User Guide and the Use License Agreement, the Use License Agreement takes precedence.**
5. Pre- & Post-event inspections may be required for any event in order to assess damages. It is the Event Holder's responsibility to schedule these inspections. If the Event Holder fails to schedule a pre- or post-event inspection, the Event Holder accepts responsibility for any and all damages as determined by Fairgrounds staff.
6. Post-event inspections, ticket reconciliation, security charges, stall or RV rental, and any other matters are addressed immediately after the event and a post-event billing invoice (if required) is prepared.
7. Refunds on deposits generally occur within two weeks of your event.

b. Scheduling Policies

1. Historic Use

As a matter of practice, SMCFG offers historical users of the facility special consideration for scheduling the same event in the following year on approximately the same date. The SMCFG will endeavor to honor dates of historical users but cannot guarantee a date based only on historic use. In accommodating growing demands on limited facilities, the SMCFG may deem it necessary to adjust historic event dates from time to time.

2. Scheduling Priority

Scheduling priority is based upon the Fairgrounds User/Event Holder status and/or event and the rate structure applied. See Section 1.4.b for determinations of scheduling priorities.

3. Non-Exclusive Licenses

The Use License is not an Exclusive License; it is likely that other events could be occurring simultaneously with your event or that similar events may be held at the SMCFG at a different time of year. SMCFG will advise you of

other events taking place, which may impact your event, whenever possible. SMCFG, at its sole discretion, may issue licenses to other entities for events of a similar nature.

4. Separation of Similar Events

San Miguel County reserves the right to schedule any events in its facilities it deems to be of interest to the citizens of the Western Slope and meets its mission as approved by the Board of County Commissioners.

5. Right to Refuse

San Miguel County Fairgrounds reserves the right to refuse any event booking. Reasons for refusal may include, but are not limited to, the following: if the event may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, regulations or rules; or if the event is deemed not an appropriate use of the Fairgrounds facilities based on a variety of reasons such as conflicts in scheduling, event type saturation, excessive noise, or not aligned with Fairgrounds or County missions. No event shall be scheduled at the SMCFG that would interfere with the annual San Miguel Basin Fair/Rodeo/Carnival held in July.

c. Sub-Leasing

An Event Holder may not, under any circumstances, sub-lease, rent or dispose of in any manner, facilities, equipment or materials owned by SMCFG. San Miguel County has the sole authority for renting or leasing the Fairgrounds or equipment owned by San Miguel County.

d. Sharing of Facilities and Services

SMCFG is used for many activities, events, operations and engagements; it is likely that other events will be occurring simultaneously with your event. The use or availability of services and facilities is dependent on demand. As a condition of the use of this facility, the Event Holder must agree to comply with established schedules and to cooperate in shared arrangements. The Fairgrounds staff will keep each Event Holder aware of any and all events occurring on the same dates.

e. County Government Usage

San Miguel County government may have use of the Fairgrounds facilities, if available, without charge. All San Miguel County users are responsible for all set-up, take-down and clean-up of their events.

f. San Miguel Basin 4-H

SMCFG has enjoyed a long, cooperative relationship with the San Miguel Basin 4-H programs. These programs are partially County-funded. In keeping with the SMCFG Mission, the SMCFG offers all facilities to these programs free of charge, with the following limitations:

- Event Center: The building may be reserved for 4-H Club use at any time subject to published discounted user group rates.
- Boarding Facilities: Stalls & pens may be reserved for 4-H Club use at any time subject to published boarding rates and conditions.

The San Miguel Basin Fair is excluded from the above limitations. San Miguel and West Montrose 4-H users are responsible for all set-up, take-down and cleanup of their events with no expectation of SMCFG staff assistance.

g. Holiday Restrictions

The SMCFG is officially closed on the following holidays: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Thanksgiving and the day after, Christmas Day and New Year's Day. Events held on these holidays, which require staff assistance, may be subjected to a charge of \$50.00 per hour per staff member. No events requiring staff assistance will be held on Thanksgiving, Christmas or New Year's Day.

1.4 Fees, Payments and Cancellations

a. Fees & Discounts

SMCFG is owned by the County of San Miguel, Colorado and is provided for the use and enjoyment of the citizens of San Miguel County. The costs of maintaining this facility are borne partially by the citizens of San Miguel County under the auspices of the San Miguel County Board of County Commissioners (BOCC), and partially by the direct users of the Fairgrounds. Fees and rates are set and reviewed as needed by the BOCC.

b. Fee Structure/Rates

There are 4 rate structures, which may apply to any event or Fairgrounds User/Event Holder:

- **Commercial:** This rate applies to any “For-Profit” Event Holder renting the facility or any part of the facility. Commercial rates create a 24-hour hold for multiple-day events.
Scheduling Priority: Commercial events will generally have scheduling priority over all other events and as determined by Fairgrounds Management, excluding the San Miguel Basin Fair, Rodeo and Carnival.
- **Discounted User Groups:** This rate is applied to any non-profit or service organization, based in San Miguel County, who has been determined eligible. Eligibility for these rates is attained through review by Fairgrounds Management. The process may require submission of organizational documentation such as bylaws, Articles of Incorporation, a letter of good standing from the Colorado Secretary of State, and/or a Letter of Determination from the IRS. Discounted User Groups may experience a decrease in services. All Discounted User Groups must complete a use agreement and pay the appropriate fees in a timely manner prior to the beginning of each use season or session. There may be exception to this process as per authority of Fairgrounds Management. The Discounted User Group shall designate a liaison responsible for communicating schedule requests, executing Use Agreements, payment of fees, and working closely with Fairgrounds Management regarding use of the facility. Discounted User Groups are encouraged to participate in the membership of the All-Around Board.
Scheduling Priority: Scheduling shall be based upon historical, then first come – first served basis, or at the discretion of Fairgrounds Management. Discounted User Groups may be allowed to pay the commercial rate in order to preempt other User Group scheduling when a scheduling conflict may arise – but in doing so, will forfeit their discounted rate status and be required to pay commercial rates for all future events.
- **Non-Discounted Groups:** This rate applies to any non-profit or service organization, based outside of San Miguel County, who has been determined eligible. Eligibility for these rates is attained through review by Fairgrounds Management. The process may require submission of organizational documentation such as bylaws, Articles of Incorporation, a letter of good standing from the Colorado Secretary of State, and/or a Letter of Determination from the IRS. Non-Discounted User Groups may experience a decrease in services. All Non-Discounted User Groups must complete a use agreement and pay the appropriate fees in a timely manner prior to the beginning of each use season or session. There may be exception to this process as per authority of Fairgrounds Management. The Non-Discounted User Group shall designate a liaison responsible for communicating schedule requests, executing Use Agreements, payment of fees, and working closely with Fairgrounds Management regarding use matter of the facility.
Scheduling Priority: Scheduling shall be based upon historical, then first come–first served basis, or at the discretion of Fairgrounds Management. Non-Discounted User Groups may be allowed to pay the commercial rate in order to preempt other User Group scheduling when a scheduling conflict may arise – but in doing so, will forfeit their discounted rate status and be required to pay commercial rates for all future events.
- **Youth Groups:** This rate applies only to registered 4H Clubs or other clubs whose membership is made up exclusively of youth. Use fees do not apply to youth activities/events during Fair Week.

Scheduling Priority: Generally, youth activities shall have priority or at the discretion of Fairgrounds Management.

c. Damage Deposits

All Event Holders are required to pay a damage deposit prior to the event. The deposit will be refunded if the facility and property are left in a clean state and there are no damages. The deposit is due and payable at the time the Use License Agreement is signed. An increased damage deposit with a range of \$500. to \$2500., and at the discretion of Fairgrounds Management, may be required under certain circumstances deemed to be higher risk, including but not limited to parties, dances, wedding receptions and quinceaneras. The Event Holder is held responsible for all damages to the SMCFG property. All costs deemed necessary and incurred by San Miguel County for replacement and/or repairs caused on behalf of the Event Holder will be billed within 10 (ten) working days after the event.

SMCFG may require a pre-and-post event inspection with our staff. SMCFG reserves the right to make the final determination of the refund. Damage deposit refunds are processed at the discretion of the Fairgrounds Management.

Organizations that have multiple events, or bookings from year-to-year, may choose to leave their damage deposit with the SMCFG to be applied toward the next event/next year. Deposits rolled forward in this manner may be refunded upon the organization’s request if there are no outstanding charges due from that organization.

d. Additional Services & Incidental Fees

Event Holders shall provide all security, ushers, announcers, ticket takers, clean-up crew and other personnel necessary to conduct the activities described in the License Agreement at their own expense. Some of these additional services are available from the SMCFG on a fee for services basis. Typical Incidental Expenses and Fees are detailed in the following chart:

INCIDENTAL EXPENSES & RATES

The costs below are for services not included in the Standard Set-up for each facility. Any requests not covered in the Standard Set-up shall be incidental and subject to the charges listed below.

**INCIDENTAL EXPENSES & OTHER RENTAL ITEMS
ADDITIONAL LABOR SERVICES & RATES**

- | | |
|--|--|
| • Loading/Unloading | Hourly rates apply |
| • Moving/Hauling | Hourly rates apply |
| • Furniture/Panel Set-up or Tear down | Hourly rates apply |
| • Building Cleaning Fee <i>(after the event)</i> | Hourly rates apply |
| • Equipment Use Rates <i>(loader, dump truck, tractor)</i> | \$25.00/hour – 1 hour minimum + staff time |

MAINTENANCE STAFF HOURLY RATES

- | | |
|---|--------------|
| • Staff Rate <i>(per man, 1 hour min.)</i> | \$25.00/hour |
| • Overtime Rate <i>(per man, 1 hour min.)</i> | \$37.50/hour |
| • Holiday Rate <i>(per man, 1 hour min.)</i> | \$50.00/hour |

Notice: All facilities must be returned to their original condition by the renter/promoter. Any labor utilized for the cleaning, and returning the facilities to the original condition, will be billed at the hourly rate.

- **Practice, Lesson, Clinic Use Reservation Cancellations:** To vacate specific scheduled use periods and receive Use Fee credits, the Event Holder is required to notify Fairgrounds Management according to the established cancellation policy. To avoid charges for reserved time, 24 hour advance notice of cancellation is necessary. The Event Holder is encouraged to provide Fairgrounds Management with as much notice as possible to free the facility for use by others.
- **Outdoor Facility Weather Cancellations:** In the event that an Event Holder is unable to keep a scheduled reservation due to inclement weather conditions, the Event Holder shall be issued a Use Fee Credit in the amount of the fee paid for cancelled reservation. The Use Fee Credit shall be applied to the next Use Agreement Fee Balance. The Event Holder Liaison must notify, in writing, Fairgrounds Management within 48 hours of a weather related cancellation in order to receive a Use Fee Credit. Inclement weather conditions shall include: any weather condition making any of the outdoor facilities unusable for the purpose for which they were reserved, including but not limited to rain, lightning, wind, snow, etc. Fairgrounds Management shall verify that such a weather condition occurred and issue a Use Fee credit in the amount of the fee paid for the cancelled reservation. Use Fee credits shall be limited to three per year per Event Holder.
- **Indoor Facility Weather Cancellations:** In the event that an Event Holder is unable to keep a scheduled reservation due to weather related conditions, there will be no Use Fee Credit.

1.5 Event Planning: Basic Facility Requirements

a. Event Planning Meetings

New events and large events require planning meetings with SMCFG Fairgrounds Management in order to ensure all needs have been met and all parties are prepared. There are many details that must be resolved so that the event is a success. Event planning meetings should be scheduled by the event holder no less than 30 days prior to the event. For new events, several planning meetings may be required.

b. Event Operating Hours

San Miguel County Board of Commissioners has established certain hours that specify the operating time for events held at the San Miguel County Fairgrounds, as follows:

Week Days: 7:00 AM-10:00 PM

Week Ends: 6:00 AM-11:00 PM (Friday-Sunday)

Special permission may be granted to certain events to extend until midnight, however, no exceptions will be made to extend any event time past midnight.

c. Noise Limits

The Event Holder shall be responsible for insuring that the noise/music levels are in compliance with applicable local and/or Colorado statutory requirements.

d. Facility Keys

Facility key distribution will be arranged during event planning meetings or prior to the event. Failure to return keys at the end of the event at the specified time may result in forfeiture of deposits. Loss of keys may result in the significant expense to the Event Holder to re-key the facility.

e. Decorations

The posting of any posters, signs, banners, and like materials to be used as decorations must first be approved by the SMCFG staff. We ask that all Event Holders discuss their decorating plan prior to the event. It is the responsibility of the Event Holder to remove any decorating materials, including tape, zip-ties, and any residue left from tape removal, immediately following the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

f. Facility Alterations

Event Holders shall not undertake any plumbing, electrical, telecommunication, carpentry or mechanical work on any of the facilities. Event requirements must be submitted in writing a minimum of 30 days prior to the event to the SMCFG staff.

g. Restroom Facility Requirements & Portable Toilets

SMCFG has restroom facilities in most areas of the premises. **For some larger events, however, extra facilities must be brought in.** The table below is a general guideline for the number of portable toilets needed. The Event Holder shall be responsible for arrangement and payment of the portable toilets or SMCFG can make arrangements on your behalf and include this service on the final invoice.

Portable Restroom Guidelines {in addition to existing facilities}:

Expected Attendance	Grand Stands	East Arena Parking Lot
500 - 999	2	3
1000 - 1999	4	5

h. Lost or Stolen Articles

SMCFG shall not be responsible, under any circumstances, for the property of the Event Holder while on a SMCFG premises. In addition, SMCFG is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in the buildings or at SMCFG shall be the responsibility of the Event Holder.

i. Deliveries

San Miguel County Staff will not accept deliveries for Licensees. Licensees must make their own arrangements for deliveries and storage of any goods arriving prior to the date of the scheduled events.

j. Storage of Items

San Miguel County shall not be responsible or liable in the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises, either during or subsequent to the use of the facilities by the Event Holder, the Fairgrounds shall not be liable for any loss, damage or injury to such property. Event Holders assume all responsibility for any goods, materials, vehicles or equipment which may be brought on site before, during, or after an Event.

k. Facility Cleaning

The SMCFG endeavors to maintain a clean, safe, and attractive facility at all times. The Fairgrounds will clean and prep the buildings prior to each event or activity. It is the responsibility of the Event Holder when using the buildings to clean the floors, bundle trash, and store tables and chairs properly after their event. SMCFG reserves the right to charge the Event Holder, or retain from the deposit, for the cost of any type of clean up or damage, including the removal of unusual amounts of rubbish.

1.6 Event Advertising

a. Marquee, Signs & Banners

Advertising and sponsorship signage may be displayed in association with the scheduled event or activity upon approval by the SMCFG. The SMCFG is a family oriented venue and all advertising being considered will be reviewed for appropriate content.

A marquee is available to advertise an event. **There is no additional fee**, but the marquee may only be used for paid events at the SMCFG. No political messages allowed. The Fairgrounds Management must approve messages.

Professionally-made banners or signs (no hand-lettered signs allowed) advertising an event in advance may be displayed with Fairgrounds Management approval only. No other signs may be placed upon SMCFG property until event-day, with the exception of posters placed on existing bulletin boards. All advertising, including the cost of banners and signs, is the responsibility of the event holder.

The Event Holder shall remove all display material, including signs, tape residue placed on doors or stalls, and zip-ties at the conclusion of the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

b. Promotion of Events

Event information is posted on our outdoor marquee, plus all public activities held at the SMCFG are listed on the Fairgrounds Calendar at the SMC website.

The most up-to-date calendar of events is available on the San Miguel County website at www.sanmiguelcountyco.gov

c. Advertising

Please discuss your display advertising needs with SMCFG staff in advance of your scheduled activity. SMCFG is a family oriented facility. The Event Holder may not distribute, circulate, permit to be distributed or circulated, any advertising matter, programs or signs at the entrance to, or about any part of the premises, except such advertising programs as may pertain to the immediate attraction for which the License is granted, and only with the approval of SMCFG Management.

d. Public Announcements & Public Address Systems

PA Systems are available in some Fairgrounds facilities. The event holder may use the PA system to promote sponsors and aspects of their event. The Fairgrounds is a family-friendly environment; event holders must agree not to use profane or offensive language or offensive visual images in any PA broadcasts. SMCFG staff or designees, may utilize the facility's public address system or request announcements to be made at any time, as deemed appropriate by the SMCFG.

All microphones (wired and wireless) provided with the PA system must be checked-out and checked-in by the event holder. Replacement cost of any missing microphones will be billed to the event holder after the event.

e. Naming the Fairgrounds

AFTER a Use License Agreement has been signed and rental payment made, Event Holders may make mention or reference to SMCFG in any advertisement, ticket, placard, or other written, electronic, or printed matter as well as any photograph, motion picture, television, tape recording or other matter circulated or published. The only names that may be used in reference to this facility are **San Miguel County Fairgrounds and Regional Park** or **San Miguel County Fairgrounds** or **Fairgrounds**.

f. Ticket Sales

It is the responsibility of the Event Holder to arrange for ticket production, advance ticket sales, distribution, managing the gate and providing the change fund.

1.7 Concessionaires and Vendors

All commercial and non-profit concessionaires and vendors are required to pay a fee. They may also be required to perform tasks as designated by Fairgrounds Management, such as trash maintenance, clean-up, etc.

a. Alcohol

The sale of fermented malt beverages (3.2 beer) or alcoholic beverages (malt, vinous, or spirituous liquors) is prohibited during an event, except by prior written permission of the Board of County Commissioners. In the event that an Event Holder is permitted to serve any such beverage, the Event Holder is responsible for obtaining all necessary licenses and permits.

Private events held inside one of our buildings, where complimentary alcoholic beverages are served such as weddings, have specific insurance and security requirements. These requirements will be discussed with the event holder in advance and must be verified before the beverage service is authorized. See sections on Insurance and Security.

Special event liquor licenses for the sale of alcohol at an event are available from San Miguel County. **Special Event Liquor Licenses are available to non-profit organizations only** and have guidelines and restrictions. Interested groups should contact the County at (970) 728-3954 **at least three months prior to their event.**

The sale of alcohol is solely at the discretion of the County, which issues any special event's liquor license for the SMCFG. Any illegal sales or entry of alcohol on the SMCFG, or any unauthorized consumption outside of the licensed areas, can cause the immediate termination of the event or activity.

b. Food Concessionaires/Caterers/Vendors

All event holders will be responsible for securing vendors if appropriate for their event. All vendors must contact the Fairgrounds Coordinator to make arrangements to vend on County property. All vendors must obtain a Vendor Permit License at least one week prior to the event. Event Holder vending will be covered under their Use Agreement. Vendors may be required to do a site inspection of the facility where they will be vending. Food vendors will be required to have a Retail Food Establishment License in accordance with 25-4-1602(14)CRS, and may be required to show proof of Liability Insurance. Non-profit organizations serving food are exempt from the Retail Food Establishment License if they operate less than 52 days a year, and the event takes place in the county in which they principally reside or are located. All food vendors are permitted solely by SMCFG.

c. Glass Containers

Glass drinking containers are prohibited on the SMCFG property. There is no exception to this rule.

d. Commercial /Non-Food Vendors

Promoters may bring commercial vendors into any event if arranged in advance, with a fee paid to the SMCFG. Proof of general liability insurance may be required for commercial vendors. All informational displays operated by state or federal non-profit organizations will be required to complete the permitting process.

e. Raffles, Collections, etc.

No collections, whether for charity or otherwise, shall be made or attempted without the prior written consent of the SMCFG. Raffles are governed by the State of Colorado. If a raffle is held for any cause, the Event Holder must secure a license from the Department of State, State of Colorado. A copy of the license must be presented to the SMCFG at least ten (10) days prior to the event.

1.8 Health, Safety & Environment

a. Accidents & Injuries

When accidents and/or injuries occur, it is imperative that first aid be administered at once. Notification should then be made to any emergency services either on property (if available) or by calling 911 if not available.

All accidents, occurrences or damages must be reported to the Fairgrounds Management or Fairgrounds Maintenance Officer as soon as possible. Reports must include:

1. Name, address and phone number of injured person(s) or involved person(s).
2. Name, address and phone number of any witnesses.
3. A description of the accident, occurrence and damage (how, when and where it happened).
4. A description of the extent of bodily injury or property damage.

Upon receipt of the report of accident, occurrence and/or damages, the Fairgrounds Management will compile a detailed written report to be submitted to the County Administrator and County Attorney.

b. Emergency Medical Personnel/Ambulance On Site

Emergency Medical Technicians (EMT) and/or on site ambulance are required at each event where there is substantial risk of injury to the contestants or audience. Need is determined on an event-by-event basis by fairgrounds staff. Securing and /or notifying EMT and paramedic personnel is the responsibility of the Event Holder. Notification to paramedics or emergency dispatchers shall include the nature of the event, as well as dates with start and end times.

Securing the EMT and/or on site ambulance is the responsibility of the Event Holder.

c. Fire Regulations/ Unobstructed Travel

Fire regulations and codes are strictly enforced. The SMCFG also maintains final approval of all legal activities at the Fairgrounds. Heat lamps, heaters, and cookers are prohibited inside the stalls and barns.

Exits, aisles, ramps, corridors and passageways shall not be blocked nor have their required width obstructed in any manner by ticket officers, concessions, chairs, equipment or anything whatsoever; nor shall they be blocked by persons.

Parking which obstructs roadways, right of ways, or fire lanes is prohibited at all times.

d. Occupancy Limits

Admission tickets sold at the SMCFG must not be in excess of the seating capacity of the premises granted under each Use License. Due to safety concerns, occupancy levels are set by SMCFG, San Miguel County and any other applicable codes and regulations.

e. Supervision of Activity

The event manager from your organization will be responsible for assuring supervision of all activity and the conduct of all persons connected in any way with the activity while they are on Fairgrounds property. The event manager also has the right to limit access to the facilities they have rented for their event.

f. Law Enforcement

All rules, regulations and policies of the SMCFG enacted by the San Miguel County Board of Commissioners are enforceable by San Miguel County Sheriff and any contracted security service in accordance with Colorado Revised Statutes 29-7-101 and as directed by the San Miguel County Board of Commissioners.

Some events may require the presence of private security and/or San Miguel County Sheriff's Deputies. The SMCFG will coordinate with the event holder to assist in their providing required security for these events in accordance with the chart below. All expenses for private security and/or law enforcement are the financial responsibility of and will be billed to the event holder.

g. Security Officers

Many events require security officers on site during the event, see table below for guidelines. Any event in which alcohol is served requires security and liability insurance. Security companies must be pre-qualified in order to perform at the Fairgrounds.

h. Security Requirements

The establishment of security requirements for an event will be made by the SMCFG staff if necessary for the orderly operation of activities held on the SMCFG. These security guidelines are established for the protection of life and property while events are in progress and may include peace officers before, during, or after events. Security is required if alcoholic beverages are sold at the event, or if firearms are displayed and/or sold as part of the event. All security costs are borne by the promoter/renter of each event, and arrangements are to be made by the promoter/renter. Proof of the arrangement is required in advance of the event as part of the Use License.

Security will cover all areas of each event, including but not limited to grandstands, Event Center, arenas, buildings, restrooms, stock and barn areas, parking lots, entrance and exit areas, announcers areas, any and all other areas, and any adjacent or associated areas. Security guards or law enforcement must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated.

General Guidelines for Security and Law Enforcement

Attendance	No Alcohol Served		Alcohol Served	
	Security	Law Enforcement	Security	Law Enforcement
1 - 250	0	0	1-2	0
251 - 500	0	0	2-4	0
501 - 1000	0	0	4	0
1001 - 2000	4	2	6	2
2001 +	6	2	8+	2+

Each event will be evaluated by the SMCFG staff and specific requirements determined on an event by event basis.

i. Parking on the Fairgrounds

Parking lots are reserved for event parking, or for Fairgrounds; any other use must be approved in advance and appropriate fees (if applicable) paid. Multiple Events may be conducted simultaneously at the SMCFG. Specific facilities have parking areas assigned to them.

For the safety of all users, and in compliance with local and state codes/ordinances, no parking is allowed in fire lanes or where otherwise posted "No Parking." Vehicles found in violation of this policy will be towed away at owner's expense. Please observe any posted speed and traffic signs. Speed limit on the Fairgrounds property is 5 mph unless otherwise posted.

Truck, Trailer and RV parking is allowed ONLY as associated with an event on site.

j. Parking Management

A Parking Manager/Attendants may be required for certain events. Need is determined on an event-by-event basis by fairgrounds staff. Securing and /or notifying Parking Attendant Personnel is the responsibility of the Event Holder. Notification to Parking Attendant Personnel shall include the nature of the event, as well as dates with start and end times.

Securing the Parking Attendant Personnel is the responsibility of the Event Holder.

k. Park at “Your Own Risk”

San Miguel County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property.

l. Obstruction of Facilities or Grounds

Pedestrian and vehicular traffic can be substantial. No portion of the sidewalks, entryways, passages, halls or way of access to public utilities shall be obstructed.

m. Traffic Control

Parking lot and traffic control is essential for the safety of the attendees of large events.

Parking Lot – Events expecting 500 attendees or more at one time, shall be required to provide parking attendants to assist with traffic entering or exiting the parking lots.

n. Speeding

All posted speed and traffic signs must be obeyed. Failure to comply may result in eviction from fairgrounds.

o. Dogs/Pets

Dogs and other pets are welcome at the SMCFG, but must be on a leash at all times while on San Miguel County property. Owners are required to clean-up and properly dispose of all manure left by their animals. The ball park area is equipped with pet clean-up bags.

p. Glass Containers

Glass containers are PROHIBITED on SMCFG property. There is no exception to this rule.

q. Weapons, Firearms and Fireworks

The possession and/or use by any person or persons of any deadly weapon(s) and/or firearm(s) on or within any San Miguel County real property, buildings or offices is prohibited, or as authorized in Section 4-5 of the San Miguel County Administrative Policy Manual. This prohibition shall not apply to any peace officer, or any duly authorized county official or employee.

All firearms, fireworks and weapons used, demonstrated, discharged or for decoration as the part of the licensed event must be approved in advance by the San Miguel County BOCC. Event Holders must apply for a waiver in a timely manner allowing **at least two months prior to their event**. Persons or organizations allowed to bring firearms or weapons on the premises must comply with all laws, rules, regulations, permits or other requirements, including on-site security arrangements. The Fairgrounds Management shall establish requirements covering firearms and weapons and fireworks for each user.

r. Marijuana & Illegal Substances

Federal law prohibits marijuana possession despite the recent passage of Amendment 64 in Colorado. Because the SMCFG buildings and grounds are open by invitation to the public and Amendment 64 prohibits marijuana use “publicly,” marijuana possession/ use is strictly prohibited at the SMCFG. Possession, consumption, sales of any type of illegal controlled substance may result in criminal prosecutions, and/or ejection from the SMCFG.

It is the responsibility of the LICENSEE who signs the agreement to see that this provision is not violated. Violations by the licensee, or anyone participating in the licensee's event may result in the immediate termination of the license and loss of the damage deposit. Moreover, the Licensee, the event and all associated parties may be required to vacate the premises immediately and risk criminal prosecution.

s. Smoking

Smoking is prohibited in any enclosed area including the Grandstands, the Event Center Building or barns. Any violation of this policy will precipitate the eviction of the person or persons involved.

t. Hazardous Waste

The event holder agrees not to have in their possession, collect, distribute, dispose, release or otherwise discharge, any toxic or hazardous waste as defined by Colorado and/or Federal Law. Violation of this provision will subject the tenant to fines of at least \$500 for each infraction and shall be deemed in breach of the Facility Use License Agreement and subject to immediate termination of the Facility Use License Agreement and removal from the Fairgrounds property.

2. Equestrian & Livestock Facilities

2.1 Race Track, North Stall Barns, Horse & Livestock Pens, and Hot Walker

- ❖ **Race Track:** a ½ mile dirt track encircling the outdoor arena, pens, ball fields and parking area. Groomed weekly or as needed. **Race Gates:** a set of portable wooden race gates. Capacity: 6.
- ❖ **North Stall Barns:** a partially open/ shed row of wooden stalls (11 stalls under shed). Located at the northwest end of the property parallel to Highway 145. Stalls face east and are open to the outside. Top door opening. Older structure built in the 1940's.
 - Stall Size: varies between 12' x 12' or 10' x 12'
 - Total Stall Capacity: 25
- ❖ **Portable Horse Pens:** SMCFG has a limited number of portable panels that may be set up at the very north end of the fenced in stall barn area to accommodate larger horse events. There is a daily charge for each pen used during the event. It is the responsibility of the Event Holder to setup and tear down the pens.
- ❖ **Livestock Pens:** Livestock pens surround the north, east and south sides of the outdoor arena. They vary in size, purpose and access. The pens on the east and south side are rented for boarding, and may be used for large events, such as rodeos and shows. The pens on the north are for day use of horses and steers (see map).
- ❖ **Hot Walker:** 6 positions, available for public use.

2.2 Stall/Boarding Policies and Procedures:

a. Facility Safety Procedures

Stalls and equestrian areas are routinely sanitized by SMCFG staff. These facilities may NOT be sanitized after every event, but periodically during the event season, and at any time deemed necessary to protect the health and safety of animals.

b. Stall Use/Boarding & Rental

Overnight and Daytime Use: Use of the stalls is arranged through the Fairgrounds office. No unauthorized overnight stalling is permitted. Overnight boarding is allowed for people with animals travelling through.

Monthly Stall/Pen Use:

1. The Owner of the animal(s) being boarded must execute and submit the Stalling Requirements Form to the Fairgrounds management in a timely manner.
2. Rental fees are due in advance at the beginning of the rental period, and thereafter at the beginning of each new rental period. A late fee of \$15.00 may be assessed to all board fees not paid within 3 days of the due date.
3. A Cleaning/Damage Deposit per stall/pen is due at the beginning of the rental period.
4. Heating appliances (bucket heaters, etc.) may be used outside the stall/barn. Use in stalls and tack rooms is prohibited due to risk of fire.
5. Tack Rooms: Dependent upon availability, one tack room in the shed row shall be made available to any boarder paying rent on a stall or pen. The tack room may be used to store tack and/or hay only – no personal items unrelated to the boarding of the animals. The tack room used by the boarder is subject to the cleaning deposit requirements – same as any stall or pen rented. The cleaning deposit will be forfeited if the tack room is not cleaned at the end of the rental tenancy.

c. General Rules

1. Any and all persons associated with any boarding activity must have a properly executed and submitted “Waiver of Liability” on file with the Fairgrounds management.
2. Owners are required to insure that animals are: Properly cared for, that all stalls/pens are kept in a suitable state of cleanliness, and all manure, straw, shavings are placed in designated areas or receptacles only.
3. Owners are responsible for inspection of stalls/pens and making sure that there are no safety issues with regards to their animals. SMCFG is not liable for any injuries to boarding animals.
4. Boarders must pay the appropriate fees and deposits as outlined in the Summary of Rates and as determined by the Fairgrounds management.
5. Stallions may be boarded only after obtaining prior approval of the Fairgrounds management.
6. SMCFG reserves the right to refuse boarding when it is their opinion that doing so may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, rules or regulations.
7. SMCFG reserves the right to refuse boarding and/or use of the facility to any person and/or entity whom it has determined, in its reasonable discretion, has previously abused facility use privileges, including, but not limited to, non-compliance with applicable SMCFG Policies and Procedures, as well as the failure to pay any required fees and/or deposits in a timely manner.
8. SMCFG reserves the right to evict any owner and their animals for non-compliance with the Animal Handling requirements outlined in this document.
9. SMCFG, with regard to individuals and/or entities that it has determined, in its reasonable discretion, have failed and/or refused to previously comply with applicable policy or procedure, may also impose special parameters and/or conditions regarding the payment of any required fees and/or deposits, including but not limited to increases up to six times the normal applicable fee and deposit, restrictions on acceptable methods of payments for deposits and/or other applicable fees, as well as the timing of payments for deposits and/or fees.

d. Stall Manager

A stall manager may be required for any horse or livestock shows booked at the SMCFG. It shall be the responsibility of the event holder to provide a designated stall manager for their show or event. Event holder is billed in accordance with the number of stalls or pens used. The event holder must report stall and pen counts within 1 week following the event or show, otherwise the SMCFG staff count will apply. Stall fees shall be billed after the event and payment is due within 15 days after the event.

e. Care and Stall Cleaning

Event Holders will need to provide all bedding, feed, water, and care for any and all horses housed or otherwise brought onto the premises. Animal owners must maintain and care for all animals in a manner consistent with all government agency statutes, laws, ordinances, rules, regulations, and/or order(s) applicable to the humane care and treatment of animals. SMCFG reserves to the right do periodic inspections and to contact Animal Control if they feel it is necessary.

f. Animal Handling

Mistreatment of animals will not be tolerated at the San Miguel County Fairgrounds. Any boarder, competitor, owner or trainer suspected of abusing an animal will be reported to the Colorado State Veterinarian, and may be required to leave the premises immediately without a refund.

Licensees and general users assume the full responsibility to meet and satisfy all applicable government humane standards relative to the care and treatment of animals, and to be fully informed regarding all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of those animals which are under their care and control.

Contagious, sick or injured animals are not allowed access to the fairgrounds facilities. Should an animal become contagious, sick or injured while on the SMCFG, the animal is the responsibility of the owner(s). Any contagious, sick or injured animal must be treated and administered to in a manner medically appropriate to the circumstances.

All animals must be corralled, stalled and otherwise confined or under the direct control of the owner or handler at all times. Persons keeping animals on the premises must use every care to assure safety of visitors, other facility patrons/personnel and other animals.

2.3 Arenas

The SMCFG has two separate equestrian arenas – one indoor and one outdoor.

Indoor Arena: The Indoor Arena is located in the Event Center – an enclosed red iron structure building – multi-purpose in nature - available for equestrian, livestock and other activities.

DESCRIPTION:

Arena Dimensions: 84' x 157'

Square Footage: 13,188 sq. ft.

Enclosed staging/waiting area (small)

Gate on each end

Roping boxes/chute at north end/return alley on west side

PA System

Internet Access

Lighting

Bleachers on east side

Designated parking

Outdoor Arena: The Outdoor Arena is an open-air arena available for equestrian, livestock, and other activities.

DESCRIPTION:

Arena Dimensions: 129' x 294'

Square Footage: 37,926 sq. ft.

North end gate

Show/Event Office

Concessions Stand on east side
Announcer's Stand
PA System
Lighting
Bleachers on north and east sides: Seating Capacity: approx. 350
Grand Stands on West side: Seating capacity: approx. 1000
Washing area
Roping boxes/chute at north end/return alley on west side
Bucking Chutes under Announcers Stand on East Side
Livestock pens on north, east and south sides
Water hydrants in close proximity to pens and in parking area
Designated parking

2.4 General Arena Policies and Procedures:

Note: All policies of this Fairgrounds User's Guide apply to all events, and it is the Fairgrounds User's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Equestrian and Livestock events for convenience of the user.

a. Scheduling of Arenas

Scheduled events and organized riding activities for groups are scheduled through the Fairgrounds office and take priority over individual open riding or training. To reserve a specific time, call the SMCFG office.

Given proximity of the two arenas, separate events may be scheduled simultaneously with consideration of the size and needs of both events. Care will be taken to limit these overlapping dates; however these bookings will be at the sole discretion of the SMCFG. Areas for parking, warm-up, wash racks and stalls will be designated for each event/arena.

b. Passive & Unscheduled Use

SMCFG arenas are available for passive use. **Open Riding rules apply during times of passive use.** Scheduled events and organized activities for groups are scheduled through the Fairgrounds office and take priority over individual passive use.

c. Reserved Riding

Use of an arena may be scheduled in 1-hour blocks of time between the hours of 8:00 AM and 8:00 PM. Groups, individual riders, and trainers who wish to enjoy exclusive use of an arena are encouraged to take advantage of this feature. There is not a limit on the number of horses or riders in a group, but all riders must be part of the same group. A signed liability waiver is required for each rider. No lessons may be conducted during unreserved time.

Riders who wish to use the arena for activities such as jumping, barrel racing, pole bending, roping, or any other activity which creates an obstruction for other riders must reserve the arena at least 48 hours in advance. In the absence of other riders in the arena, these activities may be enjoyed during unreserved times, but must cease immediately and all obstacles IMMEDIATELY removed from the arena in the event another rider wishes to utilize the unreserved arena. Requests for reserved arena time may be placed with Fairgrounds Management by calling 327-4321. A message may be left stating your requests. All requests will be granted on a first come-first served basis and confirmed as soon as possible. Cancellations of reserved time must be made a minimum of 24 hours in advance to avoid charges. Fees must be paid for all unused time not cancelled accordingly.

d. Youth Usage Requirements

Anyone under the age of 16 participating in any equestrian or livestock function or practice, must be accompanied by an adult. They must have a properly executed Liability Waiver on file at the Fairgrounds Office.

e. Helmet Policy

SMCFG does have a helmet policy for all riders aged 16 and under. Due to the unpredictability in equine behavior and a concern for the health and well-being of children, the San Miguel County Board of Commissioners adopted this policy requiring the use of equine industry standard helmets or the signing of a waiver of liability by the parent or guardian. This policy applies to individual riders and boarders, as well as all organizers and promoters of equine events. Organizers and promoters shall assure that all participants are in compliance with this resolution. Contact the SMCFG office for the Helmet Waiver of Liability.

All riders age sixteen (16) and under must wear an equine industry approved helmet while in the San Miguel County Fairgrounds arenas or while riding an animal anywhere on the premises of the San Miguel County Fairgrounds ("Fairgrounds") or must provide a waiver of liability signed by a parent or guardian. Riders aged sixteen (16) and under who do not comply with this policy will lose their privilege to participate in any further activity at the Fairgrounds until the signed waiver is provided. The event organizer is required to implement this regulation or to obtain signed waivers from their riders.

f. Arena Grooming

Grooming of the arena is handled by SMCFG staff only, unless special permission has been granted. Equipment that is not owned by San Miguel County shall not be used on San Miguel County property without authorization from the SMCFG staff.

g. Arena Hardpan

The arena hardpan has been groomed to special standards to accommodate diverse events. Any damage to the hardpan, whether intentional or accidental, will result in loss and damage assessment against the users of the facility. It is imperative that the hardpan be protected, and not penetrated in any way. Stakes or other items that could potentially damage the hardpan, or create a potential hazard for animals, are not allowed in the arenas.

h. Equestrian and Llama Law

"WARNING: Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 13-21-119, Colorado Revised Statutes."

"WARNING: Under Colorado Law, a llama professional is not liable for an injury to or the death of a participant in llama activities resulting from the inherent risks of llama activities, pursuant to section 13-21-119, Colorado Revised Statutes."

i. Equipment on San Miguel County Fairgrounds

Operation of County Equipment: Use of equipment owned by San Miguel County and SMCFG, is at the discretion of the Fairgrounds Management. County equipment must be operated by formally approved operators who have completed and passed Fairgrounds required testing. Any Fairgrounds equipment, such as bleachers, motorized equipment, or trailers, may only be moved by or with approval of Fairgrounds Staff.

Non-County Owned Equipment - Personal equipment brought to SMCFG for operation, such as for modifying or grooming the arenas, must be approved by the Fairgrounds Management in advance. All work performed on the facility must be approved in advance, and presented in detail to the Fairgrounds Management. The Event Holder will pay any repairs for damage that might be caused due to work, whether it is approved or not approved.

j. Event Setup

Event setup and tear down, including setup/tear down of livestock panels and chutes, special arena setup, tables and chairs, signs, etc., is the responsibility of the event holder. SMCFG will deliver heavy pieces such as livestock panels to the requested locations for the Event Holder to set in place; arrangements must be made in advance. Contact the office to discuss specific fees, needs, and staff availability.

Rodeo and roping setup: The Grandstands Rodeo Arena is set up for rodeo and roping events. Bucking chutes, holding pens, and roping boxes are in place as a standard set up. Promoters who wish to change this setup may do so, but all setup and tear down will be the promoter’s responsibility. Promoters desiring to host rodeos or roping events in a covered arena instead of the rodeo arena must assist in setup/tear down and will be subject to additional fees for excessive staff labor. Staff labor for setup is considered excessive if it exceeds four (4) man-hours.

k. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Equestrian & Livestock Facilities**: One free setup day allowed; tear-down must occur immediately following event. Any other setup or tear-down days will be billed to event holder at half price, and must be reserved in advance.

l. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below. Additional services are available, fees apply.

Facility	Standard Set-up Description: What You Can Expect
Indoor Arena / Event Center	Clean and groomed prior to booked date. PA system, use of concrete apron on east side of Event Center. Bleachers on east side. Designated parking area. Restrooms. Commercial Kitchen: fee applies.
Outdoor Arena	Clean and groomed prior to booked date. Announcer’s stand, PA system, use of concessions/office building east of arena. Grandstands. Use of arena lighting during normal event hours. Bleachers on north side. Designated parking area. Horse wash area and restrooms.
Race Track	Clean and groomed track. Parking.
Stall Barns	Clean and functional. Shavings are required in all stalls. Boarders are responsible for providing their own shavings. Truck and Trailer Parking.

m. Lighting

The arena lights and seating lights in the Grandstands are turned off usually within thirty minutes after an event is concluded providing the area is safely cleared.

n. Grass Areas & Flower Beds

No horses are allowed on the grass at the ball fields or allowed to be tied to any of the chain link fence or rail fence around or near the grassy lawn areas or flower & shrub beds. Horses must not be tied to trees.

o. Tie-Ups

Horse should only be tied to horse trailers or designed hitching areas. Absolutely no tie-ups are allowed in parking areas, to barn doors, stalls, water faucets, s, or similar devices or structures.

p. Wash Racks

Animals are to be washed only at wash racks. Washing of vehicles and/or trailers at wash racks is prohibited.

q. Horse Right-of-Way

In all areas of the SMCFG, horses have the right-of-way over vehicles. Pedestrians have the right-of-way over all vehicles and horses.

r. Quarantines

SMCFG does not allow onto the Fairgrounds' premises any animals under quarantine either from a private individual or governmental entity. If the SMCFG facilities are quarantined, events will be automatically canceled and event holders notified immediately. Every effort will be made to provide another date; and if that is not possible, rental and deposit refunds will be issued. The Fairgrounds Management or staff will not be liable for any damages, fees, or other expenses incurred by the event holder as a result of such cancellation by the Fairgrounds except for facility rental fees and deposit previously paid or due for the respective event.

In the event that an outbreak occurs during a show on site, the animal(s) deemed to be infectious by a veterinarian shall be quarantined on site in a designated area under direction and supervision by the veterinarian.

2.5 Event Center Indoor Arena Policies and Procedures:

Note: All General Arena Policies and Procedures outlined in Section 2.5 apply to all events and users of the Event Center Indoor Arena as well as the policies and procedures listed below. It is the Fairgrounds User's and user responsibility to know and understand all policies.

a. Open Riding

Open riding is available during designated times in the Indoor Arena. A schedule of open riding is posted at the Event Center, on the Fairgrounds Coordinators Office Door, on the bulletin board at the north end of the Indoor Arena, and online on the San Miguel County Website. No time may be reserved during open riding hours. This time period is designated as unobstructed riding time. A signed liability waiver is required before a rider is allowed to use the arena. Payment for use is made by depositing the appropriate amount in an envelope and placing in the Red Box located above the hitching rail at the north end of the arena. Riders must follow all open riding rules while using the arenas.

Open Riding Rules

- ✓ Always use proper pleasure-riding etiquette and common courtesy with other riders.
- ✓ Experienced riders must "watch out" for novice riders and children.
- ✓ Parents/guardians must be present and supervise all youth under the age of 16 at all times.
- ✓ Riding/behavior lessons are not allowed during open riding.
- ✓ Alcoholic beverages are not allowed at any time during open riding.
- ✓ Dogs are not allowed in the arena during open riding.
- ✓ Horses cannot be tied to the arena railing.
- ✓ Manure is to be cleaned from the arena footing and horse hitching areas; it should be placed in a wheel barrow and carted to the designated manure bin north of the Event Center.
- ✓ All holes created by tied or standing horses must be filled by the owner/rider of the animal.
- ✓ Stallions are prohibited in the arena during open riding.
- ✓ Arenas are available for riding only. Horses may be turned loose only if there are no other riders on horses in the arena.
- ✓ All obstacles must be removed from the arena by the user. Individuals or clubs not removing obstacles after their use may be assessed a minimum of \$50.00 cleaning fee.

- ✓ Setup or use of any items that may create an obstacle or pose a threat to other riders is not allowed during these hours. In the absence of other riders, if a rider wishes to setup obstacles, they may do so until such time as another rider wishes to use the arena. All obstacles must then immediately be removed from the arena. Obstacles include but are not limited to jumps, ground poles, barrels, roping dummies, steers, calves, goats, and trail obstacles.

b. Indoor Arena Membership

In an effort to promote use of the indoor arena during all times of the year, SMCFG sells membership for its use. The purchase of membership entitles the member to the following benefits and terms of use:

- **Passive Use:** Unlimited unreserved use of the arena. The arena may be used during open riding or anytime that the arena is unreserved by an Event Holder or Individual. Reserved arena time is not a benefit of membership. All General rules, including “Open Riding Rules” apply to Membership Use of the Arena.
- **Access:** The member will be issued a key to the Event Center to allow unlimited access. The appropriate paperwork must be executed. Members will be given an “orientation of use” class by Fairgrounds Management as to the protocol involved in access to the Event Center and use of the arena. This class will be given and key issued at the time of purchase of the membership.
- **Term:** The term of membership shall be based upon the purchase date of the membership and shall expire one year from the purchase date.
- **Transfer of Membership:** Memberships may not be transferred.
- **Types of Membership**
 - Adult: Aged 18 and older.
 - Youth: Aged 4 through age 17. All youth members under the age of 16 must be accompanied by an adult.
 - Family: A family membership is defined as two or more individuals in an immediate family.

c. Key Issue Policy

Keys to the Event Center may be made available to public users, at the discretion of Fairgrounds Management and upon signing of the key agreement, payment of a deposit and a mandatory orientation on the use of the building.

d. Horse Parking

As a general practice, horses may be tied outside the arena, at the hitching rail, or be placed in pens outside the arena. Only in the instance that there are more horses than safe parking area, may horses be tied inside the arena. All holes created by parked horses or otherwise must be filled and raked. Individuals or clubs not filling and raking holes after their use may be assessed a minimum of \$50.00 damage fee.

e. Horse Feeding

Feeding of horses inside the arena or in roping boxes is not permitted. Feeding is permitted, although not encouraged, in the pen area and horse parking area. All feed must be thoroughly cleaned from the footing. Feed not thoroughly cleaned up may result in a minimum \$50.00 clean-up fee.

f. Manure and Trash

Owners are required to clean up all manure, feed, waste and organic materials after use of facility. All clean-up waste is to be placed only in designated areas. No shavings are allowed as bedding material during fair. Straw is allowed only on the west apron of the Event Center. Other trash must be placed in the appropriate containers and dumpsters. If an Event Holder or user fails to place all animal waste and trash in the proper locations, they will be assessed a \$50.00 clean-up fee.

3. Recreation Vehicle (RV) Parking

3.1 RVs and Camping

There are 2 electrical/water hookups in the Equestrian Area that are available for rent during a scheduled event.

3.2 RV Policies and Procedures:

a. Not a Public Campground

SMCFG is not licensed or permitted as a public campground. RV parking facilities are provided strictly for the use of participants and vendors associated with an event at the SMCFG. Any persons desiring to stay overnight at the property, as part of a scheduled event and/or permitted by Fairgrounds Management, must pay the associated fees for camping.

b. Camping Permits

Electric-only or dry camping is permitted with associated fees in connection with a scheduled event, and with authorization by the SMCFG.

c. RV Manager

An RV manager will be required for events booked at the SMCFG which are using multiple RV hookups. Event holder is billed in accordance with the number of RV spaces used. The event holder must report RV counts within 1 week following the show, otherwise the SMCFG staff count will apply. RV fees shall be billed after the event and payment is due within 15 days after the event.

4. Buildings

4.1 Event Center and Pig Palace

These buildings may be rented for meetings, weddings, trainings, trade shows, merchandise sales and educational seminars or other uses.

❖ **Event Center:** 150' x 200' 30,000 square feet

Includes restrooms, overhead door, a commercial kitchen, limited tables/chairs, electricity, lighting, bleachers, internet access, and PA system. The Fairgrounds Coordinators Office is located in the southeast corner of the building. The main portion of the building is unheated and houses the indoor arena. The commercial kitchen includes a refrigerator, small freezer, sink, hand sink, commercial stove and double oven, and microwave. It has both heating and cooling. The following portions of the facility may be rented separately:

- **Concrete Apron** (East Side) may be rented for activities such as educational classes, small animal training, or private events such as dances, weddings, etc. Terms of rental shall be determined according to type of event and outlined in a Use License Agreement. A deposit may be required based upon type of event and duration of use.
- **Commercial Kitchen** shall be rented for the purposes of cooking and/or serving food items. All equipment must be left in good working condition and kitchen/food prep area cleaned immediately following the event. Dishes, flatware, pots, pans, cooking utensils or linens are provided with the rental of the kitchen.

The Event Holder must clean the kitchen and mop floor immediately following use. Different kitchen rates may apply if use is not related or tied to an event.

- **Internet Access** is available for event purposes. Use is determined on a case by case basis.
- **Indoor Arena:** 84' x 157'

❖ **Pig Palace:** 60' x 100' 6,000 square feet

The Pig Palace is a multipurpose open air, free span covered structure with a concrete floor, adjacent bathrooms, electricity, lighting, internet access and PA system. There is a 30' diameter round patio adjacent to the structure. Uses include fair, animal auctions, 4-H activities, swap meets, celebrations, funerals, Farmers Markets, Skating Rink and outdoor exhibitions.

4.2 Building Policies and Procedures:

Note: All policies of this Fairgrounds User's Guide apply to all events, and it is the Fairgrounds User's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Building use for convenience of the user.

a. Event Setup

Event setup and tear down, including setup/tear down of livestock panels and chutes, special arena setup, tables and chairs, staging, signs, etc., is the responsibility of the event holder. SMCFG will deliver heavy pieces such as livestock panels and chutes to the requested locations for the Event Holder to set in place; arrangements must be made in advance.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities.

b. Event Setup Days

Event Setup and Tear-Down Days may be charged to the event holder as follows:

- **Buildings:** Half price for any setup day or tear-down day, and must be reserved in advance.

c. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description
Indoor Arena / Event Center	Clean and groomed prior to booked date. PA system, use of concrete apron on east side of Event Center. Bleachers on east side. Designated parking area. Restrooms. Commercial Kitchen: fee applies.
Pig Palace	Clean concrete pad prior to booked date. Access to Brand Patio and bathrooms, pre-approved use of panels, picnic tables. PA System, Parking.

5. Ball Fields

5.1 Odle Field

Odle Field is a lighted field suitable for Softball for all ages and Baseball for ages 12 & under. Amenities include:

Restrooms Bleachers Water Electricity Picnic Areas Playground Parking Lighting

Odle Field is available for rent and may be reserved in advance.

5.2 South Field

South Field is suitable for Softball for all ages and Baseball for ages 12 & under. Amenities include:

Restrooms Bleachers Water Electricity Picnic Areas Playground Parking

South Field is available for rent and may be reserved in advance.

Both fields are in close proximity and provide for tournament needs.

5.3 Ball Field/Playground Policies and Procedures:

a. Passive & Unscheduled Field/Playground Use

This part of SMCFG facility is available for passive park use, picnicking, playing, and dog-walking. Scheduled events and organized activities for groups are scheduled through the Fairgrounds office and take priority over individual passive use.

b. Scheduled Field/Playground Use

All scheduling shall be on a first come first serve basis, with youth activities taking priority over adult activities. Games will take priority over practice, in both calendar and field preference. To reserve a specific time, call the SMCFG office.

c. Tournaments/Camps

Use of the facility for any kind of tournament or camp will require execution of a Use Agreement. Contact SMCFG office to discuss specific fees, needs, including extra bathroom facilities, trash service needs, extra personnel, etc. Field preparation other than described in the Standard Setup below is the responsibility of the Event Holder.

d. Grooming & Field Preparation

Grooming and Field Preparation shall be covered in the specific use agreement, prior to use of the fields. Under no circumstances, shall untrained persons groom the fields, prior to use. The Event Holder shall be responsible for naming a liaison(s) to be trained and to work with the Fairgrounds Maintenance Officer to effect timely grooming and field preparation, and designation of responsibility.

e. Irrigation & Lawn Maintenance

Irrigation and lawn maintenance shall be at the discretion of Fairgrounds Management. The fields shall be maintained at a level consistent to allow proper field use, and according to available manpower and resources.

f. Equipment Storage/Storage Shed

Storage of equipment on SMCFG (i.e. storage shed) shall be limited to that equipment that is necessary to groom or prepare the fields for practice or games. This equipment shall include but not be limited to drags, rakes, templates, paint, line sprayer, bases, hoses, sprinklers, pitcher mounds, batting nets/machines, etc.

Individual or team equipment may not be stored on the grounds or in the storage shed. Storage of League equipment shall be negotiated dependent upon use and size, and shall be outlined specifically in the Use Agreement prior to start of the season.

g. Camping/RVs in Park Areas or Parking Lots

SMCFG is not licensed or permitted as a public campground. Any camping or RV parking to occur in any park area or parking lot in connection with a scheduled event must be authorized in advance by the SMCFG. Any persons desiring to stay overnight at the property as part of a scheduled event must pay the required fees for camping.

h. Event Setup

Event setup and tear down, including setup/tear down of canopies, or other equipment is the responsibility of the event holder. Contact the office to discuss specific fees, needs and staff availability.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

i. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description (what you can expect)
Odle Field	Restrooms open & clean. Groomed in-field. Grass at appropriate height prior to booked date. Lights. Parking.
South Field	Restrooms open & clean. Groomed in-field. Grass at appropriate height prior to booked date. Parking.
Playground	Clean and groomed grass. Arbor w/picnic table, playground equipment.

6. Parking Lots

6.1 Parking Lot Events and Parking Lot Use

The SMCFG has approximately 9 acres of grass covered or gravel parking areas. These lots are available to be used as event support and are generally designated for specific facilities. In some cases parking lots are rented as an event venue.

a. PARKING AREAS:

LOT	SURFACE	USER DESIGNATION	CAPACITY
Transit Parking Lot	Gravel/Roadbase	Normal Transit Use Event Center/Pig Palace during Events	Approx. 120'x175' 21,000 sq. ft. or ½ acre
Grandstands Lot	Gravel/Roadbase Grass	Event Center Outdoor Arena	Approx. 140'x450' irregularly shaped Approx. 55,000 sq. ft. or 1.25 acres
Outdoor Arena (area inside race track)	Gravel/Roadbase Grass	Outdoor Arena Ball fields overflow	Irregularly shaped Approx. 108,000 sq. ft. or 2.48 acres
Ball fields	Gravel/Roadbase Grass	Ball fields Overflow Outdoor Arena Events	Irregularly shaped Approx. 33,000 sq. ft. or .76 acres
Stall Barn Area	Grass Gravel/Roadbase	Trailer Parking Overflow	Approx. 150'x600' Approx. 88,000 sq. ft. or 2 acres
Glockson Lots East Lot West Lot	Grass Grass	General Events General Events	Use of these lots usually requires Summit Street Closure Approx. 145'x150' 21,500 sq. ft. or ½ acre Approx. 115'x145' 16,000 sq. ft. or .36 acres

b. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description
All Parking Areas	Dirt & grass parking areas free of debris.

6.2 General Parking Area Policy

a. Fire Lanes

For the safety of all users, and in compliance with local and state codes/ordinances, no parking is allowed in fire lanes or where otherwise posted “No Parking”. Vehicle found in violation of this policy will be towed away at owner’s expense.

b. Long-Term Parking

Long-Term Parking will be permitted under these circumstances:

Fairgrounds Patrons/Trailer Parking: Must purchase an annual membership for the indoor arena. Parking will only be available from September 1st through April 31st. Fairgrounds Staff will maintain reasonable access to designated parking area. Summer season parking will not be available. The designated parking area shall be determined in advance of winter season. There is a monthly fee.

Special Circumstances: Under special circumstances, long term parking and storage of equipment may be allowed on the fairgrounds according to a special use agreement. Fees for this usage shall be determined on a case by case basis by Fairgrounds Management and BOCC approval.

Enforcement: Non-compliance with this policy shall be dealt with as follows:

- The vehicle/owner shall be notified with a “red tag” pamphlet placed on the vehicle in violation.
- The “red tag” shall clearly state the violation, date, and expectation of correction.
- If the violation is not remedied by the following day, the vehicle shall be tagged again with all pertinent information including notification of towing on the following day.
- If the violation is not remedied by the following day, arrangements will be made to have the vehicle towed to an impound lot, and impounded until all associated costs have been paid.

6.3 Transit Parking Lot Policy

a. Short-Term Parking

Parking will be limited to daily parking between the hours of 5:00 AM to 12:00 Midnight.

b. Long-Term Parking is not available.

Exceptions:

- ❖ Fair Week/Designated Fairgrounds Events: Transit Parking lot use will be managed to accommodate the needs of the event to the degree possible. Arrangements will be made by Fairgrounds Management and patrons notified of alternative parking areas, mostly likely at the Norwood Public School.
- ❖ Mechanical Issues: If a vehicle becomes inoperable, owner is responsible for notifying the county of when and how it is to be removed.

Enforcement: Non-compliance with this policy shall be dealt with as follows:

- The vehicle/owner shall be notified with a “red tag” pamphlet placed on the vehicle in violation.
- The “red tag” shall clearly state the violation, date and expectation of correction.
- If the violation is not remedied by the following day, the vehicle shall be tagged again with all pertinent information including notification of towing on the following day.
- If the violation is not remedied by the following day, arrangements will be made to have the vehicle towed to an impound lot, and impounded until all associated costs have been paid.