

Yuma County Fairgrounds Use Policy

Policy adopted 3/31/2020

The Yuma County Commissioners are the custodians of county property and are responsible for keeping the property in good condition. The Commissioners have determined that the Yuma County Fairgrounds, located at 410 Hoag Ave., in Yuma, Colorado can be used by the public for special events.

This policy outlines Yuma County's requirements for using the grounds, arena, CDL testing facilities, and buildings. Additional requirements may be added depending upon the use of the facility and the event. This policy may be amended at any time by the Yuma County Commissioners.

All use of the Yuma County Fairgrounds must be scheduled through the County Commissioners Office, including individual use of the track and arena. Use of the track and/or arena by horsemen shall be considered an event whenever competitive activities are occurring or when more than 12 people, including spectators are present. Competitive events and/or events with more than 12 people including spectators must follow the event scheduling protocol as outlined below. No alcohol may be present on the Yuma County Fairgrounds at any time without prior approval of the Board of County Commissioners and payment of an alcohol deposit.

General requirements for events being held at the Yuma County Fairgrounds (See below for event-specific requirements.)

When using the Yuma County Fairgrounds it is agreed that there will be:

- No illegal activities.
- No smoking in buildings.
- No consumption of alcohol, unless approved in writing by the Yuma County Commissioners.
(An additional alcohol deposit of \$1,500 will be required if Commissioners' approval is granted.)

Use of the facility can be revoked at any time by the Fairgrounds Manager and/or the Board of County Commissioners.

The following is required for Yuma County Fairgrounds use. The first three items must be received by the Yuma County Administration Office to hold the reservation date (contact information below).

Prior to the Event

- ✓ Submit a completed "Request to Use" form.
- ✓ Submit applicable user fees.
- ✓ Submit appropriate deposits fees (Damage, Ambulance, and Alcohol).
There will be no refund of the deposit if the event is cancelled by the organization. Deposits cannot be carried over to the next year. The Board of County Commissioners will consider refunding or reducing fees for nonprofit organizations, upon request. Damage deposits or a portion thereof, if damages occur, will be refunded within 60 days of the event.
- ✓ A Certificate of Insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate listing Yuma County as "Additional Insured," is required at least three working days prior to the event.
- ✓ Contact the Fairgrounds Manager (see contact information below) at least two days prior to the event to coordinate use of the facility.

After the Event

- ✓ Users are responsible for cleaning the grounds and buildings immediately following the event.
- ✓ Users are responsible for scheduling a walk through with the Fairgrounds Manager prior to leaving the grounds. **Additional charges may be assessed to cover damage or cost of cleaning.** Charges that are more than the damage deposit will be the responsibility of the person signing the “Request to Use” form.

Some events may require security and/or other special requirements. This will be determined by Yuma County upon review of the request.

Youth events, such as 4-H Clubs, have priority for using the fairgrounds. Requests will be scheduled on a first-come basis. Should a youth-related activity request use of the facility; outside applicants will be contacted for rescheduling of the event. Unique circumstances may arise and are to be pre-approved by the Board of County Commissioners.

Contact Information –

Yuma County Administration Office
310 Ash Street, Suite A, Wray, CO 80758
Fax 970-332-3411
Phone 970-332-5796
Email fairgrounds@co.yuma.co.us

Fairgrounds Manager
Bud Wood / 970-630-0684

Event-Specific Requirements –

Special Events

\$250.00 – Event Fee

\$250.00 – Damage Deposit

An additional fee will be assessed for any concession usage (see Concession Building, and/or Concession Areas.) **No refund of the deposit will be issued if the event is cancelled by the organization. Additional charges may be imposed to cover cleaning and/or damage.**

Horse Races

\$250.00 – Race Fee

\$250.00 – Damage Deposit

\$1,000.00 – Ambulance Deposit

The person requesting grounds use for a horse race shall make an ambulance deposit of \$1,000 when requesting use of the grounds. This fee is to be held throughout the year and used to cover an ambulance call, should there be no insurance coverage for the participant. The ambulance service is to first collect from the injured party. If the injured party does not pay after a reasonable amount of time, the county would pay the ambulance bill up to the \$1,000 deposit being held. The sponsor of the horse races would then need to bring the required deposit back up to the \$1,000, prior to the next race taking place. This ambulance fee is in addition to the race fee.

An additional fee will be assessed for all use of the starting gates. This fee applies to both competitive races and to practices. Use of the starting gates will be approved by the Board of County Commissioners on a case-by-case basis and must be scheduled through the County Commissioners Office. No alcohol may be present on the Yuma County Fairgrounds at any time without prior approval of the Board of County Commissioners and payment of an alcohol deposit.

An additional fee will be assessed for any concession usage (see Concession Building, and/or Concession Areas.) **No refund of the deposit will be issued if the event is cancelled by the organization. Additional charges may be imposed to cover cleaning and/or damage.**

Concession Building

Use of the large meeting room and restrooms:

- \$250.00 – Rent per day
- \$50.00 – Rent per hour
- \$500.00 – Damage Deposit

No marks are to be made on the walls; which means no tape, tacks, markers, nails or etc. are to be used on the walls. All postings are to be on easels or sturdy self-standing displays. **No refund of the deposit will be issued if the event is cancelled by the organization. Additional charges may be imposed to cover cleaning and/or damage.**

Use of any kitchen

- \$50.00 – Usage Fee for each kitchen used

No kitchen fee will be assessed if the large room is rented and only drinks are prepared in the kitchen. The kitchen fee is required for full use of the grill, oven, and refrigerator. This fee is in addition to renting the meeting room. All appliances used are to be cleaned inside and out. When grills are used, the grease traps and vents are to be cleaned and walls washed. Following each use, the Fairgrounds Manager will make an inspection. **No refund of the deposit will be issued if the event is cancelled by the organization. Additional charges may be imposed to cover cleaning and/or damage.**

Concession Building Restrooms

Use of restrooms only (for events using the grounds and/or buildings other than the Concession Building)

- \$50.00 – Usage Fee for restrooms only

Concession Areas

Self-contained food unit brought onto fairgrounds property.

- \$20.00 – Use fee per vendor per day (no water or electricity)
- \$35.00 – Use fee per vendor per day (including water and/or electricity)

Home Economics Building

- \$35.00 – Food Booth

North Arena Concession Building with Restrooms.

- \$100.00 – Full use fee per day
- \$250.00 – Damage Deposit
- \$50.00 – Use of Restrooms (only open in summer)

These fees are in addition to ground fees. All appliances are to be cleaned inside and out. If grills are used, walls are to be washed. **Additional charges may be imposed to cover cleaning and/or damage.**

CDL Testing Site

Use of CDL testing site fees will be determined on a case-by-case basis by the Yuma County Board of County Commissioners based on the scope and purpose of the event to be held at the facility. Requests to use will be pended for approval until such time as the Yuma County Board of County Commissioners completes the next regular meeting following submission of the request.

Horse Stalls & Pens/Boarding of Animals

Horse Stalls & Pens-

West Horse Barn Stalls –

\$5.00 – Rent per night

\$50.00 – Rent per month

\$75.00 – Rent per month for stallions over 2 years of age. \$20.00

– Rent per month for storage (tack, hay, etc.)

West Arena Pens –

\$5.00 – Rent per night

\$30.00 – Rent per month for each horse

\$75.00 – Rent per month for stallions over 2 years of age.

Arena Horse Stalls –

\$5.00 – Rent per night (special events only.) Not available for monthly rental.

Rent is due the first day of using the stalls, or pens, and is due on the first day of the month thereafter. One adjacent stall may be rented for storing hay and supplies if it is available.

Stalls and pens rented by the week, or month, shall be cleaned weekly by the renter. All stalls are to be cleaned prior to leaving. Cleanings are to be taken to the bunker and must be free of bottles, cans, and trash.

Individuals renting stalls and/or pens may utilize the track and/or arena to exercise their horses without charge and may do so without scheduling use with the Commissioners Office. Use of the track and/or arena must be limited to exercising horses only. Any competitive events, use of the starting gates, or exercise in which more than 12 people are participating or observing must be scheduled with the County Commissioners Office in advance. No alcohol may be present on the Yuma County Fairgrounds at any time without prior approval of the Board of County Commissioners and payment of an alcohol deposit.

Parties renting horse stalls and pens are to remove livestock from the grounds one week prior to and during the Yuma County Fair, or other events, as instructed by the Fairgrounds Manager.

The Fairgrounds Manager is to be notified 48 hours in advance of leaving. An inspection of the space will be made by the Fairgrounds Manager. **Additional fees may be assessed by the manager to cover the damage or cost of cleaning.**

Additional Buildings

\$100.00 – Open Beef Barn Usage Fee per day

\$50.00 – Open Beef Barn Bathroom Usage Fee per day

\$100.00 – Home Economics Building Usage Fee per day

\$250.00 – Damage Deposit

The Fairgrounds Manager is to be contacted at least two days prior to the event taking place to coordinate use of the facility. A walk through will take place with the Fairgrounds Manager prior to leaving the grounds. **No refund of the deposit will be issued if the event is cancelled by the organization. Additional charges may be imposed to cover cleaning and/or damage.**

RV Parking

RV Parking -

Full Service Use--

\$30.00 – Rent per night

\$500.00 – Rent per month

Electric Only Use--

\$30.00 – Rent per night

\$500.00 – Rent per month

Rent is due when requesting use of the parking area and will be collected by the Fairgrounds Manager. If renting by the month, rent is due and payable on arrival, as prorated for the remainder of the month. The following month's rent is due and payable on the first day of each month. An RV Rental Agreement must be completed and submitted with the initial rental payment for any stays longer than overnight. *See RV Rental Agreement for detailed RV rental policies.*

Parties renting the RV Parking locations are to remove the trailers from the grounds no later than the Monday prior to the Yuma County Fair, which is held in August, each year, and for other special events as instructed by the Fairgrounds Manager or the Board of County Commissioners. Vacation of RV rental spaces for Yuma County Fair may be requested up to 30 days prior to Fair at the discretion of the Board of County Commissioners.

In no case shall a term of residence exceed 4 months (120 days) without express written approval by the Board of County Commissioners.

The Fairgrounds Manager is to be contacted prior to leaving. An inspection of the space must be made by the Fairgrounds Manager. **Additional charges may be imposed to cover cleaning and/or damage.**

Events that request and are allowed use of the RV Parking areas will pay Yuma County the overnight fees of \$15.00 for full service and \$7.50 for electric only. The event sponsor/organization will be responsible for collecting the fees from the event participants. Any amount charged above the county's fee may be retained by the sponsor/organization.

Sound Equipment

For outdoor events, sound equipment including speakers, sound mixer, amplifier, and hand-held microphone are available for rental.

Sound Equipment Rental Fee – \$50.00 per day

A deposit of \$500.00 is required on the use of all sound equipment, refundable after all equipment is returned, inspected by Fairgrounds staff, and determined to be in comparable condition as when it was rented.

Equipment will be set up and taken down by Fairgrounds Staff and is not to be moved or removed by outside parties without prior approval by the Board of County Commissioners. Use of sound equipment must be confirmed no less than seven (7) days prior to the requested date of use to allow for scheduling of installation.

Sound equipment will be rented with consideration for existing reservations in mind. If an existing reservation for fairgrounds facilities is in place prior to request to use sound equipment, parties with existing reservations will be notified of the request prior to the reservation being considered final. If sound equipment usage is determined to be disruptive to events with prior reservations, the request for use may be denied.