

USE OF CHEYENNE COUNTY COMMUNITY BUILDING & FAIRGROUND'S FACILITIES

Must be 18 or older to sign contract

GENERAL RULES

Reservations for the use of Fairground's facilities or items including the Community Building will be made and approved through the Cheyenne County Extension office (phone: 719-767-5716).

DEPOSITS & FEES

- 1.) A refundable deposit of \$500 will be required for use of any building, equipment, arena, track, tables, chairs, etc. A refundable deposit of \$1,000 will be required for wedding parties and all dances (excludes youth groups). Inspections will be completed for facilities and/or equipment/items after each usage. Upon approval, there will be a return of the refundable deposit.
- 2.) A non-refundable fee of \$100 will be required for business for profit per room used in the community building and \$25 per room for meetings, dances, etc.
- 3.) Keys may be obtained from the Extension Office weekdays during office hours (8 AM - 4 PM) and must be returned to the Extension Office the next working day after the event or may be left in the receptacle provided outside the meeting room glass door immediately following the event. The group who used the facilities will be responsible for any expense of replacing keys and/or re-keying locks and deadbolts if keys are not returned.
- 4.) Use of the fairground's facilities, including the community building, will not require user fees by any non-profit organization unless used for a fundraiser.
- 5.) Make 2 checks, 1 for non-refundable fee and 1 for the refundable deposit. Make checks payable to Cheyenne County Treasurer and mail checks with request form to: Cheyenne County Extension, P.O. Box 395, Cheyenne Wells, CO 80810.
- 6.) Fairground's facilities and items, including tables and chairs, and the Community Building may be used when not in use or scheduled by another group. Building and/or equipment of facilities will be reserved when written approval forms and deposits and/or user fees are paid.
- 7.) The organization and/or person(s) on the application form assume all liabilities arising out of their use of buildings, equipment and/or facilities.
- 8.) Requests should be made at least one week in advance of the event if possible.
- 9.) Users agree that there will be **NO SMOKING AND NO ALCOHOL OR ILLEGAL DRUGS** in the Community Building.
- 10.) Those using facilities or items agree to be responsible for clean up after usage. Buildings, facilities and items are expected to be returned to the same state and condition as when usage began. Outside litter - such as in parking areas is included as clean up responsibility. Clean up includes sweeping the auditorium and mopping as necessary to return the floor to the condition as when usage started.
- 11.) Those using buildings and/or facilities agree to be responsible for setup, clean up and storage arrangements.
- 12.) Abusers may forfeit rights of future usage. In cases where there is a repeated violation of any of the above conditions or commonly accepted knowledge of improper usage, the group in violation may be refused permission to use county facilities at the discretion of the Board of Commissioners.
- 13.) Dances, celebration events and wedding parties must acquire special event's insurance and submit proof with contract. Group must notify the Sheriff's Department prior to any celebration, dance or wedding party at the fairgrounds. The Sheriff's Department is not responsible for security.
- 14.) Those using facilities agree to turn out lights, turn fans off and set temperature controls as specified, and see that facilities are locked (including windows).
- 15.) If a violation occurs that involves evidence, the Sheriff's Department may hold any evidence as needed.
- 16.) Those using facilities and/or items agree to pay for any damage that exceeds deposit requirements.

- 17.) Those using the community building agree NO tape, pins, tacks or nails will be used on the walls.
- 18.) User agrees there will be NO vehicles in the auditorium.
- 19.) User agrees the kitchen will not be used as a concession stand (concession privileges may be granted to special bonafied benefits).
- 20.) The Board of Commissioners will determine whether a group is a legitimate group if questionable. Groups denied use of the facilities may appeal to the Board of Commissioners. A traditional group has elected officers, by-laws, sources of income and a bank account that serves a legitimate function. Additional membership in adult groups should not be denied on the basis of national origin, sex, religion or marital status.
- 21.) Anyone who has arranged for use of grounds, items, etc. that decides not to use them, but does not cancel, will forfeit deposit & fees. If you do not cancel you are keeping someone else from using the facilities.
- 22.) Each user will receive a check list/comment card prior to using the facilities. Each user will receive a repairs and comment page with rules to fill out and return with keys (they can go in key drop box). If you would like to address a special issue about the grounds, facilities or items, please put your concerns in writing and return them with keys or to the Extension Office so that they will be presented to the Board of Commissioners.

AUDITORIUM AND KITCHEN RULES

- 1.) Chairs and tables must be returned to storage position (leave them as you find them) and must be clean.
- 2.) FLOOR MUST BE SWEPT (mop if necessary). Brooms and mopping supplies are in store room in the auditorium & furnace room in the meeting room). It works best to use sweeping compound, which is in the store room.
- 3.) Place ALL trash in supplied trash bags and take out to dumpster
- 4.) Thermostats should be set to 55° during the winter and 40° during the summer (located on north wall).
- 5.) Close and lock ALL doors and windows.
- 6.) Turn off ALL lights and fans (fan controls on south wall).
- 7.) Flush stools and urinals.
- 8.) Close door between auditorium and restroom hall.
- 9.) Exhaust fan **MUST** be turned on before using burners and/or oven. (FAILURE TO DO SO MAY RESULT IN ACTIVATION OF AUTOMATIC FIRE EXTINGUISHER SYSTEM & USER WILL BE RESPONSIBLE FOR THE RECHARGING COST IF NOT TURNED ON -APPROXIMATE COST IS \$2500). Exhaust fan must be turned off when through using the kitchen.
- 10.) LEAVE NO FOOD IN REFRIGERATOR OR CUPBOARDS.
- 11.) Counter tops sinks, stove, refrigerator, microwave and floor MUST BE CLEAN. Any utensils belonging to the Community Building must be washed and put away dry.
- 12.) Serving doors need to be shut and locked.
- 13.) Do not use other supplies that are in the kitchen without permission – these belong to someone else.

MEETING ROOM USE PROCEDURES

- 1.) Set furniture to original arrangement (how you found it).
- 2.) Pick up any paper, trash, etc. and place in trash cans.
- 3.) IF you served any food or drink, dispose of cups, napkins, trash, waste food, etc. MUST be put in supplied trash bags and taken out to the dumpster.
- 4.) IF you use the kitchen for any purpose, It must be clean.

- 5.) Set heat thermostat to 55° in the winter - DO NOT MOVE COOL THERMOSTAT.
Set cool thermostat to 85° in the summer - DO NOT MOVE HEAT THERMOSTAT.
- 6.) Turn off lights and fans, unplug VCR stand, raise screen and clean chalkboard/marker board.
- 7.) Turn off restroom lights and fans, flush stools and urinals, sweep and mop floor if needed.

(NOTE: brooms, vacuum cleaner, mops, etc. are in furnace room in the meeting room and south end of auditorium in store room)

- 8.) Lock all doors and windows.

TABLES, CHAIRS AND OTHER EQUIPMENT USE OR BORROWED

The group/persons borrowing any tables, chairs or other items, understands that they assume all responsibilities for the usage, care and return and must have a completed and approved lease agreement on file.

Large picnic tables can only be used when signed request agreement and hauling instructions are approved.

Report all damaged items as you are responsible for it if we do not know about it.

Green padded folding chairs are not to leave the community building. These chairs were donated to be used in the community building only.

Any tables or chairs used outside must be returned inside as soon as possible. If left outside deposits will be forfeited, and you are responsible for any damages/replacement costs above deposit.

All tables, chairs and any other items must be returned within 2 days after event.

REPAIRS & COMMENTS
(Please put this in the key drop box outside glass meeting room door)

Describe repairs/problem/comments:

(Please be clear on what is needed fixed, cleaned, etc.)

Name _____ **Phone:** _____

Renters check sheet/comment card (Must be filled out prior to use)	Comments
<input type="checkbox"/> Trash not taken out or picked up	
<input type="checkbox"/> Floors not Sweep	
<input type="checkbox"/> Floors not mopped	
<input type="checkbox"/> Lights/Fans On	
<input type="checkbox"/> Doors unlocked/open	
<input type="checkbox"/> Windows open	
<input type="checkbox"/> Tables, counters etc not wiped down	
<input type="checkbox"/> Bathroom trash not taken out	
<input type="checkbox"/> Bathroom not swept or mopped	
<input type="checkbox"/> Damage_____	
Checked by_____	
Date_____	