

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.
- 4.) Use of the Fairground's facilities, including the Community Building, may not require user fees by any non-profit organization unless used for a fundraiser or pre-approved by the Board of Commissioners.
- 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.) When those using the facilities for dances - or other uses that might require security - arrange for personnel and pay any fees required for security personnel. Arrangements **MUST** be made with Sheriff's Department in advance of the event.
- 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.) ALL keys need to returned to the Extension Office the first working day after event or put in the key drop box next to the glass meeting room door on the west side of the community building. 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.
- 22.) 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.
- 23.) Each user will receive a comment and damage report form 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 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 (Northwest of Community Building).
- 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.) Put key in drop box next to meeting room glass door.
- 8.) Turn restroom lights and fans off. Flush Stools and urinals. Pick up trash and empty trash cans.
- 9.) Door between auditorium and restroom hall needs to be closed.

KITCHEN RULES

- 1.) 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).
- 2.) ALL trash must be contained in supplied trash bags and taken out to the dumpster (Northwest of the Community Building).
- 3.) LEAVE NO FOOD IN REFRIGERATOR OR CUPBOARDS.
- 4.) 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.
- 5.) Lights and exhaust fan must be turned off when through using the kitchen.
- 6.) Serving doors need to be shut and locked.

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 (northwest of Community Building).
- 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.

SUMMARY OF RULES

User is reminded to tie trash bags when you take them to the dumpster (This is to help keep trash from blowing away when dumpster is full).

User is reminded that when you use a room in the community building, you need to check the entire building when you leave. You are responsible for making sure all lights and fans are off and that the doors are all locked. (sometimes members of your group venture out to other parts of building).

If you use the building, the parking lot area is your responsibility too. If you allow someone from your group to go out with refreshments, etc., you are responsible for making sure that all trash and any other items are cleaned up.

User is responsible for sweeping, mopping, picking up trash and turning off lights and fans in the restrooms.

User is responsible for your own supplies and food if you have a meal. Do not use other supplies that are in the kitchen without permission – these belong to someone else. Also you are responsible for removal of your leftover food – you should not leave it in the building without making arrangements.

User is reminded that the exhaust fan MUST be turned on before using burners and/or oven in the kitchen. (Failure to do so may result in activation of automatic fire extinguisher system, and user will be responsible for the recharging and cleaning up cost if not turned on. Approximate cost is \$2500).

If you find something not working or damaged when you show up to use facilities, report it so that it can be repaired and you are not held responsible for related costs.

TAKE ALL TRASH TO DUMPSTER – DO NOT PUT IN OTHER TRASH CANS OUTSIDE!

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.

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.

