

LINCOLN COUNTY FAIRGROUNDS FACILITIES  
DEPOSITS, FEES, PROCEDURES AND RULES

- A. Reservations for the use of fairgrounds facilities or equipment will be made through the Lincoln County Fairgrounds Manager who can be reached at 719-743-2530.
- B. Deposits & Fees - These amounts are subject to change as utility and maintenance costs increase.
1. Refundable Deposit: A refundable deposit of \$300.00 will be required for the use of the Lincoln County Events building, awning area, arena/grounds or equipment. Use of the entire facility will require a refundable deposit of \$1,000.00. The Fairgrounds Manager will inspect the facilities and/or equipment after each use and, upon approval, the deposits will be returned. Separate deposits must be made for each area used and must be remitted in cash or check.
  2. Building Fee: A building usage fee of \$100.00 per 24-hour period for personal use or by non-profit organizations and of \$175.00 per 24-hour period for businesses will be charged.
  3. Awning Area Fee: A fee of \$75.00 per 24-hour period will be charged for use of the awning area.
  4. Cleanup/Damage Fee: In addition to the deposit, additional cleanup/damage money may be charged at a rate of \$20.00/work hour for cleanup or for additional damages/materials.
  5. Arena/Grounds Fee: An arena usage fee of \$150.00 per 24-hour period without using the lights and of \$200.00 with use of the lights will be charged.
  6. Entire Fairgrounds: If the arena, events building, awning and other buildings are used, the fee will be \$500.00 per 24-hour period.
  7. Stall Fee: A \$10.00 fee per night per stall can be charged for the use of stalls, at the discretion of the Fairgrounds Manager.
  8. Electrical Hook-up: Not available
  9. Concession Stands – A refundable deposit of \$50.00 will be required for cleaning/damage for use of the east concession stand under the grandstands and \$300.00 for the west one. \$50.00 is required for the concession stand on the south side of the arena. Contact the Fairgrounds Manager for further information.

- C. The arena will have been worked and ready for use at the beginning of the use period. Any additional work may, at the discretion of the Fairgrounds Manager, require payment at the following rates:
  - 1. Water truck charge per load, which includes labor, at \$100.00
  - 2. Tractor and implement per hour at \$20.00, with labor at the current hourly rate
- D. When using the fairgrounds facilities, the parking area north and east of the grandstands and events building is off limits for housing animals. Animals must be housed in stalls or inside the racetrack area.
- E. Keys may be obtained from the Lincoln County Fairgrounds Manager and must be returned the day after the event or left locked in the building. Please call the Fairgrounds Manager at 719-743-2530 to arrange picking up the keys, completing the paperwork and paying the fees.
- F. User fees and deposits for use of the Lincoln County Events Building may be waived for non-profit organizations by the Lincoln County Board of County Commissioners.
- G. If remitting by check, make two checks, one for the user fee/s and one for the refundable deposit/s. Make the checks payable to Lincoln County and mail them, along with the request form, to the Lincoln County Fairgrounds, PO Box 68, Hugo, CO 80821. The checks and request form may be hand delivered to the Lincoln County Extension Service Office at 326-8<sup>th</sup>. Street, Hugo, Colorado.

01/01/2016

## GENERAL RULES

Following are the rules for use of the fairgrounds facilities and equipment (including tables and chairs), the events building, and the awning area:

1. Reservations will be made on the Request for Use form and the deposit and user fees paid.
2. The organization and/or person designated on the Request for Use form will assume all liability arising out of use of the building, equipment or facilities and responsibility for the usage.
3. No smoking is allowed. (Events building only)
4. The sale of alcohol will require prior approval by the Board of County Commissioners and all applicable state and county licenses. Contact the County Clerk's Office at 719-743-2444 at least 90 days prior to the event for information on the licensing requirements.
5. The organization and/or person designated on the Request for Use form will be responsible for cleanup after usage. The building, facilities or equipment are expected to be returned to the same state and condition as when usage began. Cleanup includes vacuuming rugs/entry mats, sweeping all floors, mopping restrooms, restroom hallway and kitchen; removing visible black scuff marks and mopping up spills in the events area; trash cans cleaned inside and out; and cleanup of kitchen, bathrooms and concession stand/s. All trash is to be placed in the dumpsters at the north gate. (See posted Cleaning Tips for additional instructions)
6. The organization and/or persons using the buildings and/or facilities will be responsible for "set-up arrangements", "take-down" and "storage arrangements".
7. Any organization and/or person or persons guilty of abusing the building, facilities, equipment, procedures or rules will not be allowed usage again and will forfeit their deposit.
8. Security arrangements are the responsibility of the organization and/or persons using the facilities. The security company will be shown on the Request for Use form.
9. The lights will be turned off and the temperature controls set at 60° in the winter and 75° in the summer. The facilities used will be locked (including windows and gates).
10. Any damage that exceeds the deposit requirements will be paid for by the organization and/or person designated on the Request for Use form.
11. NO tape, staples, tacks or nails can be used in the building. (Walls, floors, columns, etc.) Push pins only can be used.
12. The sound baffles attached to the ceiling will not be taken down.
13. Parking lot debris is to be placed in the outside trash barrels, not thrown on the ground.

**Lincoln County appreciates your efforts to keep the fairgrounds facilities in the condition in which you found them. This allows the rental rates to be kept at a reasonable price.**

**Questions concerning any of these rules or procedures may be directed to Fairgrounds Manager John Palmer at (719) 743-2530.**

REQUEST FOR USE OF COUNTY FACILITIES/EQUIPMENT

On behalf of the \_\_\_\_\_ (organization, family, etc.), I, \_\_\_\_\_, wish to request use of the events building, the awning area, the arena, the entire fairgrounds and/or equipment (circle one) for the following dates and times:

\_\_\_\_\_

If remitting by check, make two checks, one for the user fee/s and one for the refundable deposit/s. Make the checks payable to Lincoln County and mail them, along with the request form, to the Lincoln County Fairgrounds, PO Box 68, Hugo, CO 80821. The checks and request form may be hand delivered to the Lincoln County Extension Service Office at 326-8<sup>th</sup> St., Hugo, Colorado.

Describe the type of usage or activities (i.e. meeting, dance, ball game, roping, fund raising, etc.)

\_\_\_\_\_

I have read the policy on the use of county facilities and equipment and will inform the above named group of its contents. I understand that any organization violating the conditions of the policy or this agreement may be refused further use of county facilities and equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Work Phone Number

**Payment required 2 weeks prior to usage.**

Payment Received \_\_\_\_\_ Key Issued \_\_\_\_\_ Key Returned \_\_\_\_\_

Approved for use \_\_\_\_\_

Name

Date

Approved for deposit refund \_\_\_\_\_

Name

Date/Time

Not approved for deposit refund \_\_\_\_\_

Name

Date/Time

Reason for non-refund \_\_\_\_\_

\_\_\_\_\_

Security has been arranged for dances or other activities at which security is needed.

\_\_\_\_\_  
Name of designated security person(s)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

No motor vehicles or trailers are allowed in the events building.