



~ Facilities ~

SECURITY DEPOSIT REQUIRED FOR ALL EVENTS

\$500.00

- **For Pavilion use:**

- A walk-through with staff both before event and after event clean-up is required.
- An English speaking representative must be present for walk-through(s)
- **NO** tape, glue, staples or tacks allowed anywhere. Any tape, etc. found anywhere will result in forfeiture of your damage deposit.
- All users are responsible for their own set up and clean-up. All trash (inside & outside) is to be picked up and put into trash barrels and/or dumpsters. Pick up and sweep up all broken glass anywhere.
- At the conclusion of the event, renters must take down any decorations, empty trash, and wipe down tables and chairs.
- If the Kitchen area is used: Dishes and silverware are to be washed and put away in cupboards; Clean the sink & countertops, stove, oven, coffee urn and refrigerator.
- **DO NOT** clean floors; wipe up any spills with paper towel (immediately, if possible)
- **All deposits will be held until after a thorough inspection by staff.**

- Any non-profit organizations that are eligible for exemptions from fee charges are still required to have insurance and deposits. All clean up rules apply and must be carried out, failure to do proper clean-up can result in a fee charge or loss of use.
- A Certificate of Insurance naming Moffat County as an additional insured for the day/days of the event must be supplied.
- All dances/concerts are **required** to provide professional security.
- **DO NOT** change or alter any electrical outlets or circuit breakers in any way.
- All horse stalls are to be cleaned and raked to the ground.
- Wintertime and special events will be charged the daily rental fee plus preparation and clean-up costs. All surface preparation, snow plowing, and dirt work will be done by Fairgrounds Staff, unless other arrangements are made with the Fairgrounds Manager, and will be decided on a case by case basis.

If clean-up is not done satisfactorily, a fee of \$35 per hour, per employee will be charged to the user for Parks staff to clean-up.

If in the event that law enforcement officers find it necessary to respond to your event for any unlawful behavior, your damage deposit will be forfeited for the use of the facility.