

Pathfinder Regional Park Fremont County

Facility Usage Policies and Agreement (Revised March 27, 2018)

Fremont County, Colorado (the “County”) owns and operates the eastern portion of Pathfinder Regional Park for the benefit of the residents of Fremont County and the public. At the present time the County has an outdoor horse arena with other facilities planned for future construction. The County wants (a) to maximize use of the facilities, (b) minimize conflicts between regular and special event individuals or groups (the “Tenant”), (c) assure that the value of Fremont County’s facilities is preserved and enhanced, and (d) require that all use of County facilities be safe and legal. The following policies and procedures were developed to meet those goals.

No Tenant may use these County facilities without following these policies and procedures.

1. SCHEDULING

1.1 Scheduling

At the present time, the Fremont County Administration Office is assigned to schedule regular, periodic uses (a “use”) and special events (an “event”) at Pathfinder Regional Park. Scheduling is done on a first come first serve basis. A “Facility Use Application” must be completed and turned in (with applicable deposit and fees) at the Administration Office at 615 Macon Ave., Room 106, Cañon City, CO before an event/use can be scheduled. Decisions regarding use of the facilities will be according to the discretion of the Administration Office in accordance with safe and appropriate usage. Disputes over scheduling shall be referred to the Fremont County Board of County Commissioners (BOCC).

1.2 Keys or combinations

Tenants may get the keys or combinations to appropriate locks the day before the scheduled event, or the Thursday (our office is closed on Fridays) before a weekend event, from the Administration Office (719-276-7300). ALL keys must be returned to the Administration Office the first working day after the event. Tenant 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.

1.3 Open to the Public

The Arena will be open to the public on a schedule set by the County Administration. The schedule will be posted at the arena and on the County website, but is subject to change in the event that a group or organization reserves the arena. Individuals will use the arena at their own risk per Colorado Revised Statute 13-21-119.

2. FACILITY FEES & INSURANCE

2.1 Facility Fees

<u>2.1.1 Outdoor Horse Arena</u>	<u>Deposit</u>	<u>Facility Fee</u>
Outdoor Horse Arena (Groups)	\$100.00	\$10.00 per hour
Individuals (18 and older - must sign release form)	None	\$10.00 per hour
Individuals (under 18 - Parents must sign release form)	None	\$10.00 per hour
Arena Lights (anyone using lights)	\$60.00 for first hour, \$30.00 each additional hour	

- 2.1.2 Working the arena surface is not included in the above facility fee. Note: Only Fremont County tractors and/or equipment or tractors/equipment approved by Fremont County are allowed to perform work in the arena.

Additional charges are:

Work arena surface one time (tractor and operator)	\$50.00
Add water when working arena	\$50.00

- 2.1.3 Festival Site – Any events held outside the Outdoor Horse Arena will be considered a Festival Site.

<u>Festival Site</u>	<u>Deposit</u>	<u>Facility Fee per Calendar Day</u>
Group	\$100.00	\$150.00
Non-profit	\$100.00	\$100.00

The Festival Site fee includes use of restroom building and up to five (5) dry camp sites for people working the event. Additional sites are available at the regular \$10.00/day fee (a day to mean one day and night). Event organizers/staff will be responsible for monitoring camping and collecting appropriate fees to be turned in after the event.

All camping MUST be in designated areas for such use.

- 2.1.4 Additional Daily Rental Fees
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| Dry Camping (RV, Trailer, etc.) | \$10.00 per camper/night (3 night maximum) |
| Tent Camping | \$10.00 per tent/night (3 night maximum) |
| Arena Public Address System | \$50.00 per use |
| Labor Cost per employee | \$25.00 per hour (1 hour minimum) |
| Temporary Stall use | \$10.00 per stall/day (3 night maximum) |

- 2.1.5 The BOCC will determine fees and usage not covered by the above schedule. Deposit (if required) and all facility fees MUST be turned in with completed “Facility Use Application”.

Deposit will be returned after County or its designated representative inspects the facility (within 3 business days providing the park and arena are left in the same state and condition as they were prior to the event).

2.2 Fremont County 4-H

Since the Fremont County 4-H program is a non-profit youth development organization sponsored and partly funded by the Fremont County Board of County Commissioners, and therefore a county entity, there will be no fees or deposits required.

2.3 Insurance

Tenants shall provide a certificate of liability insurance naming Fremont County as an additional insured.

Group/ Commercial use – Copy of Tenant’s current business liability insurance policy for which limits are at least \$1,000,000.00 and that such insurance policy will cover the planned event/use.

Individual use – Not required to provide copy of insurance (release/waiver required).

2.4 Other

Tenants agree to pay promptly all taxes, excise or license fees of whatever nature applicable to the proposed use and to take out all permits and licenses, including local, state, and federal, required for the scheduled usage.

3. GENERAL

3.1 Cancellation

- 3.1.1 The Fremont County Administration Office will be notified as soon as possible if any event is cancelled.
- 3.1.2 Tenants who have arranged for use of the facilities but decide not to use them, and do not cancel at least seven (7) days prior to the event will lose the facility fees. Failure to cancel prevents others from using the facilities.

3.2 Losses and/or damage

- 3.2.1 Fremont County will not be responsible for losses due to theft, fire, vandalism, or accidents during activities held on the premises or otherwise.
- 3.2.2 Tenants shall not do any act, directly or indirectly, during setup, before, during the use/event or during cleanup after the event that will in any way mark, deface, alter or injure any part of the facilities. Tenants are responsible for damage to the facilities during their tenancy.
- 3.2.3 Tenants agree to pay for any damage that exceeds deposit requirements.

3.3 Cleanup

- 3.3.1 Tenants are responsible for cleanup of the facility. Facilities shall be returned in the same state and condition as when usage began. Tenants are responsible for trash removal from all facilities used, including arena, pens, and parking lot. A dumpster is provided at the north end of the parking lot. Please put trash in plastic bags (provided by tenants) and put in the dumpster. If dumpster is full, tenants are responsible for properly disposing of all trash; DO NOT put trash on the ground around the dumpster.
- 3.3.2 All manure must be picked up from arena, parking lot, and areas around the arena and deposited in the concrete holding area at the northeast end of the parking lot just east of the dumpster.
- 3.3.3 Scheduled events will have until noon of the following day of the event for cleanup unless otherwise specified.

3.4 Safety & Security

- 3.4.1 Tenants shall use and occupy the facilities in a safe and careful manner and shall comply with all applicable local, state, and federal laws, rules and regulations as may be in force and effect during the scheduled event including any health laws and regulations.
- 3.4.2 Tenants are responsible for determining and meeting security and safety requirements (e.g. security, crowd control, EMS personnel, ambulance presence, etc.). Tenants are also responsible for initiating, maintaining, and supervising all safety and security precautions and programs in connection with their use of the facilities. All Tenants of County facilities must fully comply with all requirements of the Occupational Safety and Health Act (OSHA), and any other pertinent rules or regulations. Tenants shall take all reasonable safety precautions and shall provide all reasonable protection to prevent personal injury and property damage or loss to:
 - a. The public attending the event/use and all persons participating in the event/use;
 - b. Tenants' employees, agents and other persons who may be involved in the event/use;
 - c. County's employees, agents and other persons who may be involved in the event/use, or otherwise; and
 - d. County's facilities, materials and equipment present or used during the event/use.

3.5 Parking

