

## JACKSON COUNTY FAIRGOUNDS/WATTENBERG CENTER RULES, DEPOSITS AND USER FEES

Any person(s), group or organization requesting authorization for use of any of the Jackson County Fairground facilities, including the Wattenberg Center, must:

- 1) Schedule the event or use 48 hours in advance with the County Administrator's Office, 404 Fourth St., P.O. Box 1019, Walden, CO, 80480, (970.723.4660). Special Events take priority in scheduling over other users.
- 2) The following must be provided to the County Administrator's Office 48 hours in advance of use:
  - a) Signed Hold Harmless Agreement
  - b) Certificate of Insurance, which includes the county as a "Named Insured" to verify coverage for bodily injury and property damage in the amount of \$150,000/person-\$600,000/occurrence. (See Administrator's Office about purchasing insurance.
  - c) Damage/cleaning deposit and user fee payment (in two separate checks)
- 3) All checks should be made payable to Jackson County.
- 4) User is responsible for all damages and cleaning charges over and above the damage/cleaning deposit.
- 5) All trash must be picked up and put in dumpsters and barrels; all facilities used must be left clean inside and outside. Clean-up must be completed in two (2) days after completion of the event.
- 6) All water faucets, electric lights and gas appliances must be turned off. Any opened windows must be closed and the heat in the community building should be turned down to 60 degrees. DO NOT turn off main electrical breaker for community building. Instructions for lights are posted on breaker box.
- 7) Lock all doors, or padlocks, close all gates and lock main gate to Fairgrounds as you leave.  
**RETURN KEYS TO ADMINISTRATOR'S OFFICE.**
- 8) No unleashed dogs allowed on the grounds. No open fires allowed on the grounds.
- 9) Damage/cleaning deposit refunded upon check of the grounds by a Jackson County employee or a designated individual after use of the facility and cleanup. All damage repair completed by user must be accomplished in 14 days or less AND scheduled in cooperation with the County Maintenance Manager. Any damage/cleaning deposit checks held by the County must be renewed every six months.
- 10) These rules are subject to change without notice and will be republished after major revisions.

		1/2 Day	Full Day	Deposit
Indoor arena	County	\$50	\$100	\$150
	Non-County	\$75	\$150	\$150
Outdoor arena	County	\$50	\$100	\$150
	Non-County	\$75	\$100	\$150
Meeting room	County	\$25	\$50	\$100
	Non-County	\$50	\$75	\$100
Kitchen	County	\$25	\$50	\$100
	Non-County	\$50	\$75	\$100
Speaker system	County	\$25	\$50	\$150
	Non-County	\$50	\$75	\$150

For more information, contact the Jackson County Administrator's Office-404 Fourth St, Walden, CO, 80480, or phone 970.723.4660. Originally prepared by the Jackson County Fairgrounds Committee. Approved by the Board of County Commissioners on 8/27/84. Amended 8/19/85, 6/22/87, 2/19/91, 3/11/91, 3/24/92, 5/1/92, 5/18/92, 6/1/92, 1/11/93, 2/1/93, 4/19/93, 3/1/95, 1/6/97, 3/30/01, 4/15/08.