

# **General Use Guidelines**

## **Access During Events**

Fairground employees are responsible for the management and maintenance of the facilities and property and have the right to access the facilities and property at any time during any event.

## **Alcohol**

The consumption / possession of alcohol is prohibited on any portion of the El Paso County Fairgrounds unless provided exclusively under the license of the El Paso County Fair Corporation. It is unlawful for any person to enter or be in a County park while under the influence of alcohol.

## **Controlled Substances**

The consumption / use of any controlled substance is prohibited on any portion of the El Paso County Fairgrounds. It is unlawful for any person to enter or be in a County Park while under the influence of drugs

## **Cancellation of an Event**

Reservation fees are non-refundable. Reservation payment will not be forfeited if the event is rescheduled at least 2 business days prior to the event to another available date with the same calendar year. If the event is not rescheduled at least 2 business days prior to event, the reservation will be cancelled and no rescheduling or refund will be made. If the County closes a facility, the event holder will be notified and given the option of rescheduling the event or receiving a full refund.

## **Catering**

If the event holder hires a full service food vendor to cater the event, that vendor is required to provide a copy of their Colorado Food License and a certificate of insurance.

## **Cleaning the Facilities**

Fairground cleans and preps the rented facility prior to your event. It is the event holders responsibility to clean and remove all trash after their event, as set forth in your Event Holder Check List.

The County reserves the right to charge the event holder or retain from the deposit the cost of any type of clean-up or damage including the removal of unusual amounts of trash.

## **Damage Deposits**

All event holders are required to pay a damage deposit prior to the event. The deposit will be refunded if the facility and property are left clean and undamaged. The deposit is due and payable by separate funds at the time of application.

The event holder is held responsible for all damages to Fairground property. All costs deemed necessary and incurred by Fairground for replacement and /or repairs caused on behalf of the event holder will be billed with 10 business days after the event.

### **Decorations**

All decorations must be completely removed at the end of the reservation and can only be secured by tying string, ribbon, or paper streamers. Decorations may not be secured to walls, floors, ceiling, pavilion supports, trees or plants. Staples, nails, glue, heavy duty tape of any kind are prohibited.

### **Dogs and Horses**

Dogs and Horses are only allowed on the Fairgrounds if they are participating in a Dog Show, Equestrian event, or camping while attending an event.

### **Emergency Contact**

Notification should be made to the emergency contact provided to you on your Event Holder Check List upon registration of facility use.

### **Event Set-up / Clean-up**

All event holders are responsible for their own event set-up, clean-up and tear-down.

### **Use Restrictions**

The County reserves the right to refuse event bookings that may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, regulations, or rules.

### **Weapons, Firearms and Fireworks**

The discharge of firearms whether loaded or unloaded, is unlawful. Firearms include any pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun or B-B gun. The use of fireworks and explosive devices is prohibited on the fairgrounds.