



# MORGAN COUNTY FAIRGROUND LEASE AGREEMENT

# \_\_\_\_\_

THIS LEASE dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, is made between  
 Organization: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

known as "USER" and MORGAN COUNTY of P.O. Box 596, Fort Morgan, Colorado, for the use of certain premises located at the Morgan County Fairgrounds, 750 Ellsworth St., Brush, Colorado.

1. Activity title \_\_\_\_\_ Date: \_\_\_\_\_  
 Hours will be \_\_\_\_\_ to \_\_\_\_\_ (includes set-up and clean-up)  
 Number of Guests: \_\_\_\_\_ Time Event Starts: \_\_\_\_\_  
 Alcohol Request: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Security shall be required: Yes \_\_\_\_\_ No \_\_\_\_\_

**BUILDING RATES: \*\*\*RATES ARE DOUBLE FOR OUT OF COUNTY USERS\*\*\***

\_\_\_\_\_ Events Center \$350.00 per day - Includes available tables and chairs \$ \_\_\_\_\_  
 6 a.m. to 1a.m. the following morning. This time is allotted for  
 clean-up. The event center must be empty at 1am.  
 Date: \_\_\_\_\_

\_\_\_\_\_ Events Center Kitchen \$325.00 (additional per event use per day) \$ \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ Multipurpose Bldg \$250.00 per day - Includes kitchen and available tables and chairs \$ \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ 4-H Building \$250.00 per day - Includes kitchen and available tables and chairs \$ \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ Outdoor Arena \$200.00 per day \$ \_\_\_\_\_  
 \_\_\_\_\_ Lights \$25.00 an hour x \_\_\_\_\_ # hours used = \$ \_\_\_\_\_  
 \_\_\_\_\_ Concession Stands \$20.00 each x \_\_\_\_\_ # stands used = \$ \_\_\_\_\_  
 \_\_\_\_\_ Beef Barn – East ½ \$30.00 per day \$ \_\_\_\_\_  
 \_\_\_\_\_ Horse Shelter \$30.00 per day \$ \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ Indoor Arena \$50.00 per 6 hr. session (O.Arena practice w/ IA rental-\$75.00) \$ \_\_\_\_\_  
 \_\_\_\_\_ Arena prep \$60.00 per event (Second event on weekend) \$ \_\_\_\_\_  
 \_\_\_\_\_ Kitchen \$20.00 per use \$ \_\_\_\_\_  
 \_\_\_\_\_ Heaters \$20.00 per heater/per session x \_\_\_\_\_ # heaters \_\_\_\_/session = \$ \_\_\_\_\_  
 \_\_\_\_\_ Air Conditioner \$75.00 per session x \_\_\_\_\_ # session = \$ \_\_\_\_\_  
 Date: \_\_\_\_\_ Session: 6 am to noon; noon to 6 pm; 6 pm to midnight  
 Date: \_\_\_\_\_ Session: 6 am to noon; noon to 6 pm; 6 pm to midnight  
 Date: \_\_\_\_\_ Session: 6 am to noon; noon to 6 pm; 6 pm to midnight

**ACCESSORY RATES:**

_____	Second event /weekend cleaning fee	\$60.00	per use	\$ _____.
_____	Public address system	\$25.00	per use (MP Bldg requires separate deposit)	\$ _____.
_____	Dumpster	\$75.00	per dumpster (case by case basis)	\$ _____.
_____	Portable Bleachers	\$20.00	each	\$ _____.
_____	Cattle Panels – 16’	\$ 5.00	each	\$ _____.
_____	Cattle Panels – 10’	\$ 3.00	each	\$ _____.
_____	Picnic tables	\$ 5.00	each	\$ _____.
_____	Auction Block, Hog Panels	No Charge		
_____	Podium, Peg Boards	No Charge		
<b>TOTAL FEES</b>				<b>\$ _____.</b>

**PROPERTY DAMAGE DEPOSITS:**

_____	Events Center	\$500.00		\$ _____.
_____	Multipurpose Bldg.	\$300.00		\$ _____.
_____	PA system	\$200.00		\$ _____.
_____	4-H Building	\$300.00		\$ _____.
_____	Arena (Indoor and Outdoor)	\$125.00		\$ _____.
<b>TOTAL DAMAGE DEPOSIT</b>				<b>\$ _____.</b>
<b>TOTAL AMOUNT DUE:</b>				<b>\$ _____.</b>

3. Additional insurance shall be required as follows:

- \_\_\_\_\_ Release and Indemnification
- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Participant Release and Indemnification - USER shall be responsible for getting this Release signed and turned to the County.

**Rental fees must be included with lease agreement and damage deposit paid two weeks prior to scheduled event.**

The following items are required as a condition of renting the premises:

_____	Rental Fees	Date/Amt. Received: _____
_____	Damage Deposit(s)	Date/Amt. Received: _____
_____	Entity Release and Indemnification	Date Received: _____
_____	Certificate of Insurance	Date Received: _____
_____	Participant Releases	Date Received: _____
_____	Security Contract	Date Received: _____
_____	Liquor License	Date Received: _____

This lease is made subject to Rules and Regulations for use of Facilities at Morgan County Fairgrounds amended July 5, 2016. User acknowledges receipt of a copy of these Rules and Regulations by execution below.

USER: \_\_\_\_\_  
Signature: \_\_\_\_\_

MORGAN COUNTY:  
By: \_\_\_\_\_  
Karla Powell, Administrative Services Manager  
218 W. Kiowa Ave., Box 596, Ft. Morgan CO 80701  
Tele #970-542-3500 Fax #970-542-3556

Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_



**MORGAN COUNTY, COLORADO**  
**RULES AND REGULATIONS FOR USE OF FACILITIES AT**  
**MORGAN COUNTY FAIRGROUNDS**  
**(Amended February 27, 2018)**

**BOOKINGS:** Any entity, organization, individual or group will be permitted to use the facilities at the Morgan County Fairgrounds at the direction of the Fairgrounds Coordinator subject to the provisions of these rules and regulations and of a written lease between the user and Morgan County.

Uses by Morgan County sponsored, Boy Scouts/Girl Scouts and non-profit entities with annual events shall have absolute priority for bookings.

In all other instances, bookings will be made on a first come, first served rule. Fairground facilities are for the public's use. In order to provide equal opportunity for everyone, bookings are limited to two events maximum per person or entity annually; this excludes non-profits, Boy Scouts/Girl Scouts and Morgan County sponsored groups. Additional bookings will require commissioner approval.

All disputes on booking dates and priority shall be resolved by the designated Fairgrounds Coordinator at his/her sole discretion.

Any entity, organization, individual or group dissatisfied with a decision by the Fairgrounds Coordinator, may ask the Morgan County Board of County Commissioners to reconsider his/her decision. The Commissioners decision shall be final.

It is the responsibility of the leasee to provide reasonable accommodations for people with disabilities.

**INSURANCE, RELEASE AND INDEMNIFICATION:** All users shall be required to furnish a certificate of insurance or other proof of insurance acceptable to Morgan County showing that Morgan County is an additional insured on a general liability policy obtained by the User at their expense providing minimum coverage for bodily injury and property damage in the amount of \$300,000.

Organizations or groups who carry general liability insurance for the activities of their organization may furnish a certificate of insurance to Morgan County covering all activities during a particular period, and need not produce a separate certificate for each use.

Morgan County reserves the right to require other types of coverage or greater amounts of coverage than the minimum insurance requirement stated above when it deems that additional insurance is required, in the sole discretion of Morgan County.

If proof of insurance or the necessary release and indemnification forms have not been provided at or before the commencement of the scheduled activity, the user shall not be permitted to use the fairground facilities and the rent deposited in advance shall be forfeited.

All users shall be required to execute a Release and Indemnification Agreement agreeing to hold Morgan County harmless and to indemnify Morgan County for all claims, of any sort, arising from the event and/or use of the County facilities.

At the discretion of the Morgan County Board of County Commissioners, users may be allowed to execute an individual waiver(s) of liability in lieu of the required certificate of insurance and Release and Indemnification Agreement.

A certificate of insurance shall not be required for Morgan County sponsored and non-profit events or from Morgan County non-profit youth events (for example: Morgan County 4-H groups, Morgan County Boy or Girl scout groups, etc.)

**RESERVATIONS:** A facility may be reserved for an event up to one (1) year in advance of the date of the event. **The full amount of rental fees shall be paid when making the reservation and the damage deposit will be paid two weeks prior to scheduled event.** *One week's advance notification of reservation is required.*

**USE OF FACILITY:** The charges set forth below shall apply to use of the facilities:

1. Use of the Indoor Arena is booked for one or more sessions of six hours each, scheduled as follows: 6 a.m. to noon; noon to 6 p.m.; 6 p.m. – midnight.
2. Use of the 4-H Building, Multipurpose Building and Event Center is booked per day.

Setup and tear down/clean up shall be arranged and negotiated with the Fairground Coordinator no later than 10 days prior to the event. Additional charges may apply for non-business hour scheduling and/or requests for changes, i.e. if there is an event already on the scheduled for one weekend day, a second reservation for the second weekend day will incur an additional charge to clean a building and/or work the arena.

**EVENTS END AT MIDNIGHT:** All attendees shall vacate premises no later than midnight.

**RATES:**

***\*\*\*RATES ARE DOUBLE FOR OUT OF COUNTY USERS\*\*\****

Events will not be reserved until a completed lease agreement and all rental fees are received. *If the damage deposit is not received within two weeks of the scheduled event, the event will be canceled and rental fees will be forfeited.*

Event Center	\$350	per day	<i>Includes available table and chairs</i>
Event Center Kitchen	\$325	per event, per day	<i>(additional fee)</i>
Multipurpose Building	\$250	per day	<i>Includes kitchen and available table and chairs</i>
4-H Building	\$250	per day	<i>Includes kitchen and available table and chairs</i>
Indoor Arena	\$ 50	per 6 hr. session	
Arena Prep	\$ 60	per event	<i>(Second event on weekend)</i>
Kitchen	\$ 20	per use	
Heaters	\$ 20	per heater/per session	<i>(4 heaters available)</i>
Air Conditioner	\$ 75	per session	
Outdoor Arena	\$200	per day	
Lights – outdoor arena	\$ 25	per hour	
Concession Stands	\$ 20	each	
Beef Barn – East ½	\$ 30	per day	
Horse Shelter	\$ 30	per day	

**ACCESSORY RATES:**

Second event /weekend cleaning fee	\$ 60	per use	
Public address system	\$ 150	per use	
Dumpster	\$ 75	per dumpster	<i>(case by case basis)</i>
Portable Bleachers	\$ 20	each	
Cattle panels – 16'	\$ 5	each	
Cattle Panels – 10'	\$ 3	each	
Picnic tables	\$ 5	each	
Auction block, hog panels		No charge	
Podium, Peg Boards		No Charge	

**PROPERTY DAMAGE DEPOSITS:**

Event Center	\$500
Multipurpose Building	\$300
PA system (1 hand held microphone)	\$250 <i>(additional use of mics will increase \$175 each)</i>
4-H Building	\$300
Arenas	\$125

**CAPACITY:**

Event Center	413
Multipurpose Building	466
4-H Building	216
Outdoor Arena (2)	2015 each grand stand

**SECURITY:** Security for non-profit or Morgan County approved events involving the consumption of alcohol will be reviewed on a case by case basis.

**SPECIAL EVENTS BOOKING:** Events with anticipated attendance by more than 400 and/or requesting multiple facilities shall be reviewed by the Board of County Commissioners and designated Fairgrounds Coordinator on a case by case basis. Fees for special events will be charged based on cost of facility, additional operations costs and need for additional Morgan County Staffing.

**FACILITY LEASE:** All leases shall designate which facilities are to be used, and shall give the user the right to use only the facilities during the times specified in the lease. Rental fees shall be turned in with signed contract; the damage deposit will be collected two weeks prior to the scheduled event. Failure to pay rental fees or deposit shall result in cancellation of the booking.

Events scheduled on County holidays will incur additional fees to cover costs incurred by Morgan County. All reservations are subject to rate changes, and/or policies and procedures changes at the discretion of the Board of County Commissioners.

Morgan County reserves the right to refuse event bookings if it is determined that the event is an inappropriate use of the Morgan County Fairgrounds or causes unacceptable liability or potential damage to the facilities or the reputation thereof.

**ENTRANCE TO THE FAIRGROUNDS/FACILITIES:** Entrance to the Morgan County Fairgrounds and into the leased building(s) will be coordinated through the specifics of the lease.

**CLEANING/DAMAGE DEPOSIT:** All users shall be required to clean the leased premises, leaving the facility in usable condition when their activity is completed. Exhibit A, Cleaning Requirements, is attached hereto and incorporated herein. Cleaning requirements and directions are also posted in each facility for the convenience of the user. User is responsible for setting up and tearing down after use, including putting chairs and tables away. Chairs and tables are not to be removed from the fairgrounds.

User will pay for any damage to the leased premises resulting from their activity which shall be returned to the user following completion of their use if the Fairgrounds Maintenance Technician is satisfied with the condition of the premises after inspection of the same.

Cleaning performed by Morgan County because of the user's failure to satisfactorily clean the premises shall be charged to the user at the rate to be determined with available janitorial service, repairs which are performed by Morgan County shall be charged to the User at cost, including a reasonable charge for any labor performed by Morgan County staff at the sole discretion of the County.

**PROHIBITED USES:**

Alcohol is **not** allowed on the fairgrounds at any time except for non-profit and Morgan County events approved by the Board of County Commissioners. Any violation of any Colorado State Liquor Law or violation of Morgan County Fairgrounds rules and regulations regarding liquor will result in immediate shutdown of the event and forfeiture of all fees and deposits.

**NOTE:** Under-aged liquor consumption and or liquor consumption by anyone outside leased building or in restrooms or parking area is ABSOLUELY prohibited and will not be tolerated.

The **SALE** of Alcohol at an event requires a liquor license applied for and obtained through the liquor licensing authority of the City of Brush.

All users shall be responsible for the actions of their members and guests and of members of the public attending activities which they have scheduled, without limitation, and shall take reasonable steps to prevent or control acts which may result in bodily injury or property damage.

**No STORAGE of personal items by private individuals will be allowed on the Fairground or in any of the buildings.**

**VIOLATIONS:** Any violation of this policy by user and or guest involved my result in the individual or organization being expelled from the fairgrounds property and or banned from the Morgan County Fairgrounds. The Board of County Commissioners shall be the final decision maker regarding violations and any discipline.

**ENFORCEMENT:** Failure to comply with any of the above provisions shall result in cancellations of the scheduled use and retention of the rent deposited in advance by the user. The rent deposited shall also be forfeited in the event that a scheduled activity is cancelled, unless the cancellation results from adverse weather conditions or an emergency as determined by the Coordinator. As a general guideline, refunds shall be as follows:

**LEASE REFUNDS:** The refund percentage is based on building rental fees only.

**Event Center and Multipurpose Building**

*(Full fees will be returned for kitchen, chairs, tables, PA, etc.)*

At least 90 days prior to event:	100%
At least 89-30 days prior to event	25%
29 days or less	0%

**Outdoor and Indoor Arenas, 4-H Building**

At least 30 days prior to event:	100%
At least 29-1 days prior to event	50%
Less than 24 hours notice	0%

## EXHIBIT "A"

### CLEANING REQUIREMENTS

#### 4-H Building

1. Wipe down tables and chairs and put back on racks
2. Sweep floors, mop up spills
3. Coffee pot (40 cup) is available for use (bring own filter and coffee)
4. Kitchen – Please use strainer. Food that goes down the drain will plug it up.
5. Kitchen & Bathrooms – Sweep, wipe down counters and take out trash
6. Take trash to dumpsters – Trash liners will be provided for first use. Bring extra trash bags if needed.
7. **No loading** dumpsters with leftover items from auctions, etc., or dumpster fee will apply.
8. When affixing items to the walls or ceiling use **ONLY** blue painter's masking tape. The use of staples, pins, tacks, screws or nails in the walls or ceiling and duct tape **are prohibited**.
9. Turn off all lights, lock all outside doors and **entrance gate** when done unless told otherwise.

There are mops, brooms, and buckets located in the men's restroom. Please bring your own soap, cleaner (409, etc.), dishcloths, and paper towels.

*If you have questions or problems with buildings, please notify fairgrounds coordinator as soon as possible.*

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## EXHIBIT "A"

### CLEANING REQUIREMENTS

#### Event Center

1. Wipe down tables and chairs and put back on racks
2. Sweep floors, mop up spills
3. Kitchen – Please use strainer. Food that goes down the drain will plug it up.
4. Kitchen & Bathrooms – Sweep, wipe down counters and take out trash
5. Take trash to dumpsters. Trash liners will be provided for first use. Bring extra trash bags if needed.
6. **No loading** dumpsters with leftover items from auctions, etc., or dumpster fee will apply.
7. When affixing items to the walls or ceiling use **ONLY** blue painter's masking tape. The use of staples, pins, tacks, screws or nails in the walls or ceiling and duct tape **are prohibited**.
8. Turn off all lights, lock all outside doors and **entrance gate** when done unless told otherwise.

Cleaning supplies located in maid's closet in southwest corner of Event Center. There are mops, brooms, buckets and bottle cleaner available. Please bring your own soap, cleaner (409, etc.), dishcloths, and paper towels.

*If you have questions or problems with buildings, please notify fairgrounds coordinator as soon as possible.*

## EXHIBIT "A"

### CLEANING REQUIREMENTS

#### Multipurpose Building

1. Wipe down tables and chairs and put back on racks
2. Sweep floors, mop up spills
3. Kitchen – Please use strainer. Food that goes down the drain will plug it up.
4. Kitchen & Bathrooms – sweep, wipe down counters and take out trash
5. Take trash to dumpsters. Trash liners will be provided for first use. Bring extra trash bags if needed.
6. **No loading** dumpsters with leftover items from auctions, etc., or dumpster fee will apply.
7. When affixing items to the walls or ceiling use **ONLY** blue painter's masking tape. The use of staples, pins, tacks, screws or nails in the walls or ceiling and duct tape **are prohibited**.
8. Turn off all lights, lock all outside doors and entrance gate when done unless told otherwise.

There are mops, brooms, and buckets located in the foyer area in the southwest corner of the building. Please bring your own soap, cleaner, dishcloths, and paper towels.

*If you have questions or problems with buildings, please notify fairgrounds coordinator as soon as possible.*

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## EXHIBIT "A"

### CLEANING REQUIREMENTS

#### Indoor Arena

1. Arena will be worked on first day of multiple-day event. If you require it to be reworked, a tractor fee will apply.
2. Make sure east roll-up door is completely open before going in and out.
3. If heating or cooling is needed, advance notice is required
4. Please bring your own soap, cleaner, dishcloths, and paper towels.
5. Sweep off cement area around bleachers and kitchen when finished.
6. Kitchen – Please use strainer. Food that goes down the drain will plug it up.
7. Kitchen & Bathrooms – Sweep, wipe down counters and take out trash
8. Put equipment away, turn off microphone and put in its case
9. When finished, please turn off heaters, if used.
10. Turn off all lights, lock all outside doors and entrance gate when done unless told otherwise.

*If you have questions or problems with buildings, please notify fairgrounds coordinator as soon as possible.*





# RELEASE AND INDEMNIFICATION FOR USE OF FACILITIES AT MORGAN COUNTY FAIRGROUNDS

The undersigned has rented specific premises at the Morgan County Fairgrounds.

The proposed activity is: \_\_\_\_\_

The proposed activity is scheduled to take place at the following location(s):

\_\_\_\_\_

The scheduled date of the proposed activity is: \_\_\_\_\_

The undersigned hereby agrees to release Morgan County, Colorado from any claims for damage, injury, or loss resulting from the activity described above, and to hold harmless, indemnify, and defend Morgan County, Colorado against all claims, damages, awards, or costs, including but not limited to costs and attorneys fees incurred in litigation, arising by, through, or in connection with the activity described above.

I hereby certify that I have read and understand the above Release and Indemnification agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

All users must complete this form.



PARTICIPANT
RELEASE AND INDEMNIFICATION
FOR USE OF
MORGAN COUNTY FAIRGROUNDS FACILITIES

The undersigned is a participant in an activity to be conducted at the Morgan County Fairgrounds by (name of User who rented the premises)

The proposed activity is:

The proposed activity is scheduled to take place at the following location(s):

The scheduled date of the proposed activity is:

The undersigned hereby agrees to release Morgan County, Colorado from any claims for damage, injury, or loss resulting from the participation by the undersigned in the activity described above, and to hold harmless, indemnify, and defend Morgan County, Colorado against all claims, damages, awards, or costs, including but not limited to costs and attorneys fees incurred in litigation, arising by, through, or under the undersigned in connection with the activity described above or resulting from the participation of the undersigned in the activity described above.

If the participant in the proposed activity is under the age of 18, this Individual Release and Indemnification shall be executed by a parent or guardian on behalf of the participant. If a parent or guardian signs this form, then the name of the participant for which the Release and Indemnification is being signed shall be filled in below.

I hereby certify that I have read and understand the above Release and Indemnification agreement.

Dated this \_\_\_ day of \_\_\_, 20\_\_.

Completed by participants at the beginning of event.

Participants:
Printed Name Signature Address Name of Minor

Four horizontal lines for participant information.







REQUEST FOR WAIVER OF RENTAL FEES
MORGAN COUNTY FAIRGROUNDS

Name of Organizations: \_\_\_\_\_
[ ] For Profit [ ] Non-Profit

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Building being requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Setup date/time: \_\_\_\_\_

Cleanup date/time: \_\_\_\_\_

Use of other amenities such as:

- Chairs, Picnic Tables, Tables, Podium, PA System, Peg Boards, Kitchen, Portable Bleachers, WiFi, Other: \_\_\_\_\_

Reason for request (Write letter and give informative information to enable the Commissioners to make a decision on your request including your intended use of any raised money.)

Are you charging admission? \_\_\_\_\_

Are you charging for booth space? \_\_\_\_\_

Will food be sold? \_\_\_\_\_

The request for waiver of fees is only for rental fees. Damage deposits are required to be paid when the lease agreement is submitted for booking the facility. If this request is denied you will be notified and rental fees will become due and payable.

BOARD OF MORGAN COUNTY COMMISSIONERS:

\_\_\_ APPROVED \_\_\_ DENIED

Signature lines and DATE: \_\_\_\_\_