



# TETON COUNTY

## Fairgrounds Community Building

### Rules & Conditions



#### Reservation Policy

- Reservations must be made through the Fair Office a minimum of 30 days in advance. The security deposit is due in full at the time the reservation is made. If the event is cancelled prior to the scheduled date, the user must notify the Fair Office a minimum of 10 days in advance. Failure to notify the Fair Office within this timeframe will result in 50% forfeiture of the deposit.
- The security deposit must be cash, money order, or a cashier's check from a financial institution. Personal checks will not be accepted.
- The security deposit will be returned/refunded within 15 days of the event, after a complete inspection.
- Should the applicant be required to provide event and/or liability insurance, Teton County must be named as an additional insured.

#### General Rules & Conditions of Use

- If any of the rules set forth herein are violated, the security deposit may be retained in full or partially as determined by the Teton County Fairgrounds Manager.
- The building and all spaces are available for rental, daily between 7:00AM and 9:00PM. Events must end, the building must be vacated, and all parties must be off the premises by 9:00PM daily. This will be strictly enforced, no exceptions. This includes cleaning must be completed by 9:00PM.
- The use of the facility shall be for the date(s) and time(s) requested on the rental application only. Uses before or after, not specified on the application, are not allowed. The user may be charged for any use beyond what is specified on the application.
- One event, whether commercial/special, private or nonprofit will be scheduled per weekend.
- The user will be required to do pre-event site visit of the rented space(s) with Fairgrounds staff to ensure the areas are clean and in good, working condition.
- The Grassy Arena is not included in the Community Building rentals. If the Grassy Arena is also needed, a separate facility rental application is required, and additional fees apply.
- Smoking or vaping are not permitted inside this building. A smoker pole for cigarette butts will be provided outside, at the building entrance.
- The wall between the kitchen and the event room is a public art project and intended for community enjoyment. Decorations are not to be placed on this wall and please exercise caution around it.
- Duct or Gorilla tape, staples, or nails of any kind are not allowed on any surface. Masking or painter's tape may be used.
- Decorations and other items are not allowed to be hung from the fire suppression system.
- Bounce houses are allowed inside the building, provided they are a minimum of 18" below the fire suppression system sprinkler heads.
- Propane is not permitted inside the building.
  - *Per Fire Code **SECTION 313. FUELED EQUIPMENT 313.1 General.** Fueled equipment including, but not limited to, motorcycles, mopeds, lawn-care equipment, portable*

*generators and **portable cooking equipment** shall not be stored, operated or repaired within a building.*

- Vehicles are not allowed, or to be parked, inside the building.
- With the exception of service animals, animals may not accompany the public into County buildings.
- Audible noise outside of the building is not permitted at any time. If the Fair Office receives a noise complaint and/or finds the user in violation of the noise prohibition, the user may be subject to a Noise Complaint Fee up to \$500.00, as determined by the Teton County Fairgrounds Manager.
- The building or space(s) leased, and surrounding grounds and/or parking lots, must be cleaned by the end of the rental period. The facility must be turned over to the Fair Office in the same condition it was upon user arrival.



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### Cleaning Checklist



|                                  |   |
|----------------------------------|---|
| FLOORS                           | <input type="checkbox"/> Sweep floor with dry dust mop.<br><input type="checkbox"/> Remove tar, gum, tape, and any scuff marks from all floor surfaces etc.<br><input type="checkbox"/> Spot clean w/ a wet mop any spills and/or bodily fluids.<br><input type="checkbox"/> Vacuum the Board Meeting Room. A vacuum is provided.   |
| GARBAGE/RECYCLING                | <input type="checkbox"/> Empty the blue #1 plastic and aluminum recycling bins into the respective, large bins located at the SW corner of the Fairgrounds.<br><input type="checkbox"/> Empty all inside garbage cans into the outside dumpster.<br><input type="checkbox"/> Dumpsters must close and must not be left overflowing. The lids must be down and covering all trash. |
| ASHTRAY                          | <input type="checkbox"/> The Community Building is a non-smoking building.<br><input type="checkbox"/> Smoking must occur outside the building. A smoker pole for butts will be provided outside, at the entrance.  |
| KITCHEN                          | <input type="checkbox"/> Wipe down all surfaces with disinfectant, including countertops, sinks, stove, oven, refrigerators etc.<br><input type="checkbox"/> Clean the grille and stove with distilled vinegar. Grill bricks and rags are provided.<br><input type="checkbox"/> Wipe down the grill hood, burners, and oven.  |
| BATHROOMS                        | <input type="checkbox"/> Flush all toilets and wipe down dirty surfaces, including the surrounding walls.<br><input type="checkbox"/> Pick up all trash and empty trash cans.<br><input type="checkbox"/> Clean up any major messes and/or bodily fluids.   |
| TABLES & CHAIRS                  | <input type="checkbox"/> Wipe down all tables and chairs before putting them away.<br><input type="checkbox"/> Stack chairs on the carts provided and as they were upon arrival. Leave tables setup after they are wiped down for inspection.   |
| PARKING LOTS & BUILDING EXTERIOR | <input type="checkbox"/> Pickup all trash from the parking lot and exterior building areas - including cigarette butts, cans, bottles, paper trash, etc. in parking lot and area – and put into the dumpster outside of the building.   |
| DOORS                            | <input type="checkbox"/> Make sure all outside doors are closed and locked upon departure.<br><input type="checkbox"/> Drop the key card in the drop box outside the entrance.  |

