

# CARBON COUNTY FACILITIES RENTAL APPLICATION

*Submit this completed application to the contact on Page 2 of this packet*

Responsible Party Name: \_\_\_\_\_

Entity / Company Name (if applicable): \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Event location (This application goes to the individuals listed:  
\_\_\_\_ **Jeffrey Center** \_\_\_\_ **Carbon Building - Courthouse Annex**  
\_\_\_\_ **Fairgrounds:**  
\_\_\_\_ Multiplex \_\_\_\_ Exhibit Hall \_\_\_\_ Outdoor Arena \_\_\_\_ Kitchen  
\_\_\_\_ **Library** (List town here: \_\_\_\_\_)
2. Is the event organizer a: \_\_\_\_ Private Individual \_\_\_\_ Nonprofit (501c3 status) \_\_\_\_ Government  
*If non-profit please provide proof of 501c3 status*
3. How many people do you anticipate at the event at once (maximum)? \_\_\_\_\_  
How many people do you anticipate at the over the entire period? \_\_\_\_\_
4. Event date(s) & time(s): Start \_\_\_\_\_ End \_\_\_\_\_
5. Explain the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Will alcohol and/or malt beverages be served at your event? Yes \_\_\_\_ No \_\_\_\_
  - a. Alcohol and malt beverages are only allowed at the Fairgrounds and Jeffrey Center and only under a City of Rawlins 24-hour permit issued to a licensed retail or malt beverage holder. NO INDIVIDUAL WILL BE ALLOWED TO BRING ANY ALCOHOLIC OR MALT BEVERAGES WHATSOEVER INTO OR ONTO ANY COUNTY PROPERTY. VIOLATION OF THIS RULE WILL RESULT IN THE VIOLATOR BEING REMOVED FROM THE PREMISES, LOSS OF ANY DEPOSIT AND POSSIBLE LOSS OF FUTURE RENTAL PRIVLEDGES.
7. If your event is a fundraiser will 100% of the proceeds go to a local charity? Yes \_\_\_\_ No \_\_\_\_
  - a. If yes, please provide the name, location and contact information of the charity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Will any county elected officials or department be attending? Yes \_\_\_\_ No \_\_\_\_
  - a. If yes, who and in what capacity? \_\_\_\_\_  
\_\_\_\_\_

**Required Attachments:** If #6 above is marked yes the following are required:

Copy of \$1 million liability insurance listing "Carbon County" as an additional insured

Copy of 24 hour permit(s) issued by the City of Rawlins to serve malt beverages or alcohol must be posted at the serving location

# RULES GOVERNING USE OF CARBON COUNTY FACILITIES

1. All reservations for the use of County Facilities will be made through appropriate county contact as follows:

## Fairgrounds & Jeffrey Center

Carbon County Buildings & Grounds

(307) 328-7811

E-mail: fairgrounds@carbonwy.com

## Carbon Building – Courthouse Annex or County Libraries

### **First Floor Rooms and Libraries:**

Carbon County Library Director

(307) 328-2618

E-mail: director@carbonlibraries.org

### **Second & Third Floor Rooms:**

Second & Third Floor for Governmental Meetings Only

Carbon County Clerk's Office

(307) 328-2668

E-mail: agenda@carbonwy.com

2. Facilities are available for both commercial and non-commercial meetings/activities.
3. Individuals/groups are responsible for all setup, cleanup and tear down of all facilities and for returning the facilities to their original condition.
4. Doors will be open at the scheduled time of the reservation for the Jeffrey Center and Carbon Building – Courthouse Annex. For Fairgrounds rentals keys will be issued to the responsible party. If access is required prior to the event, arrangements should be made with the contact on Page 2 of this packet at the time of reservation.
5. Alcoholic or malt beverages will only be allowed in or on the Fairgrounds and Jeffrey Center premises if the alcoholic beverages are in the possession and control of a licensed retail liquor or malt beverage holder. If the rental is inside a building the alcohol/malt beverages must remain inside. No alcohol or malt beverages will be allowed at the Carbon Building-Courthouse Annex. Or libraries. **NO INDIVIDUAL WILL BE ALLOWED TO BRING ANY ALCOHOLIC BEVERAGE WHATSOEVER INTO OR ONTO THE MULITI PLEX/EXHIBIT HALL/FAIRGROUNDS & JEFFREY CENTER PREMISES. VIOLATION OF THIS RULE WILL RESULT IN THE VIOLATOR BEING REMOVED FROM THE PREMISES.** Alcoholic beverages will only be disbursed under a City of Rawlins permit issued to a licensed retail liquor dealer or the dealer's employee(s) holding the Agreements herein referred to. For the Jeffrey Center and Fairgrounds only:
  - a. Alcohol and malt beverages shall not be served and/or consumed on the county's premises past midnight.
  - b. No alcohol and malt beverages shall be served by anyone other than the licensee or their employees.
  - c. Alcohol and malt beverages shall not be served in any glass containers.
6. The use of any type of tobacco product, including cigarettes, cigars, and "spit tobacco" (such as chewing tobacco and snuff), e-cigarettes, or any type of "vaping" products is prohibited in and on all County owned or leased facilities except in outdoor designated areas.
7. Food and non-alcoholic drinks will be allowed with proper cleanup. All liquids should be dumped in sinks prior to inserting containers into a trash can.
  - a. There may be circumstances where, when selling food to the public, a food service license may be required. This applicant is responsible to apply for this license from the State of Wyoming and a copy shall be provided to the county prior to the event.
8. All individuals must vacate the premises, including all buildings and parking lots promptly at the end of the reservation.
9. The Responsible Party shall ensure all attendees stay within the posted capacity of the room and that individuals do not wander the grounds or facilities outside the rented area.
10. Wi-Fi may be available in some facilities. If Wi-Fi is used, the Responsible Party will ensure that the connection is appropriately used and not for anything including but not limited to the following:
  - a. For any illegal purposes, including any unauthorized or illegal acts like hacking, fraud, buying or selling illegal goods;
  - b. To transmit threatening, obscene, or harassing materials or correspondence;
  - c. For solicitation of any kind, including nonprofits;

- d. For revealing or publicizing proprietary or confidential information to unauthorized recipients;
  - e. For uploading or downloading commercial software in violation of its copyright;
  - f. For uploading or downloading pornographic or obscene materials, images or software;
  - g. For intentionally interfering with the normal operation of any Carbon County internet service;
  - h. To visit or connect to suspicious or potentially dangerous sites;
  - i. To connect to or engage in conduct that introduce viruses or malware to infect or damage the County's computer equipment, software, operating systems, and storage media.
11. Fire doors and exits shall not be blocked at any time.
  12. All decorations and methods of attachment must have prior approval of the contact on page 2 of this packet and must be removed immediately following the event or the entire deposit will be forfeited. Painter's tape or command strips are preferred in all facilities and nothing should be hung from any ceilings.
  13. If special equipment, such as panels, cattle mats, coffee maker, etc. is needed, arrangements may be made through the contact on Page 2 at the time of reservation. There may be additional fees.
  14. No property or equipment belonging to the facilities will be loaned to any organization, agency or individual for use outside the building.
  15. Children must be under adult supervisions at all times.
  16. Security may be required if the County determines the event warrants it.
  17. Access to facilities will be through the contact in on Page 2 including the possibility of a loaned key.
  18. Open flames, candles, incense or other such flammable products are forbidden unless prior authorization from the Buildings Manager is provided.
  19. Noise levels shall be such that other building users and/or the general public shall not be disturbed.
  20. The person(s) signing this Agreement should be the Responsible Party and will be the contact person(s) for any questions or problems that may arise.
  21. Specific to the Fairgrounds Multiplex, User shall forfeit entire deposit if bleachers are moved or attempted to be moved.
  22. Violation of any of the above rules could result in your privilege to use county facilities being revoked, loss of your deposit and cause you to be liable for any damage.
  23. If damage was found please report it to the building contact (Page 2 of this packet)
  24. Rental rates and room capacities are found on Exhibit A to these rules. Deposits are typically required and must be paid separately from the rental fee.

I/We hereby acknowledge receipt of these rules agree to follow the Rules Governing Use of County Facilities.

Responsible Party/Parties (print): \_\_\_\_\_

Phone #'s: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## INDEMNIFICATION AGREEMENT

**THIS AGREEMENT** made and entered into this date by and between **CARBON COUNTY** hereinafter referred to as **CARBON COUNTY**, and \_\_\_\_\_ hereinafter referred to as "User".(user/organization)

### WITNESSETH:

**WHEREAS**, the \_\_\_\_\_ desires to hold its event at the Carbon County (building name) \_\_\_\_\_ for the purpose of \_\_\_\_\_ on the \_\_\_\_\_ day(s) of \_\_\_\_\_, 20\_\_\_\_; and

**WHEREAS**, Carbon County has indicated its willingness to allow the use of the facilities for such purpose if User is willing to indemnify and hold harmless Carbon County, its elected and appointed officials, employees and agents from any and all claims, liability, judgments or damages of any kind that Carbon County, its elected and appointed officials, employees and/or agents may incur as a result of said use of the premises, including, but not limited to, attorney's fees incurred by Carbon County.

**NOW, THEREFORE**, in consideration of the premises and mutual covenants and agreements contained herein, **IT IS AGREED AS FOLLOWS:**

1. Carbon County does hereby give their permission to User to hold its event at the facility described herein during the times mentioned above.
2. User agrees to indemnify and hold harmless Carbon County, its elected and appointed officials, employees, and agents from any and all claims, liability, judgments or damages of any kind, including attorney's fees incurred by Carbon County that may arise as the result of use of the facility for such purpose.
3. User agrees to pay Carbon County a rental fee of \$ \_\_\_\_\_ for use of the facility. User agrees to pay Carbon County for any damages to the facilities or property therein which may occur as the result of the event. The User will also be required to provide a damage deposit in the amount of \$ \_\_\_\_\_ to Carbon County prior to the event.
4. User will be required to provide proof of general liability insurance for dangerous events in the amount of One Million Dollars (\$1,000,000.00). If alcohol is being served, dispensed, sold or otherwise, the liquor licensee will be required to provide proof of mandatory liquor liability insurance in an amount of One Million Dollars (\$1,000,000.00) listing Carbon County as additional insured. The liquor liability certificate must be presented to the contact on page 2 of this packet at least seven (7) days before the scheduled event is to take place unless otherwise arranged with the county. **Failure** to provide proof of the proper insurance will void User's privilege to have alcohol on or at the premises during the event. If a government entity is the User, they must show they have liability limits in accordance with the Governmental Claims Act and they will indemnify Carbon County in accordance with the Governmental Claims Act.
5. If alcoholic beverages are being sold at the event, \_\_\_\_\_ holding a Retail Liquor License from \_\_\_\_\_ county, will cater the event and follow all City of Rawlins catering rules and regulations including obtaining any necessary permits.
6. User must complete the clean-up checklist and return any keys to Carbon County's

representative by \_\_\_\_\_.

7. Carbon County, its elected and appointed officials, employees, and agents hereby specifically preserve any and all immunity available to them pursuant to the Wyoming Governmental Claims Act and Wyoming law.
8. User will give Carbon County's representative at least five business days' notice of cancellation of the above function. If proper notice is not given, County reserves the right to keep the deposit.

**IN WITNESS WHEREOF**, the parties have hereunto affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Username (print): \_\_\_\_\_ Date: \_\_\_\_\_

Username (print): \_\_\_\_\_ Date: \_\_\_\_\_

**Carbon County By and through:**

Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

## Clean Up Checklist Carbon County Facilities

- \_\_\_\_\_ All decorations have been removed.
- \_\_\_\_\_ All garbage has been collected, bagged, and removed. There are dumpsters at the fairgrounds and Jeffrey Center to put your trash in and regular trash cans at the Carbon Building Courthouse Annex.
  - a. This pertains to both inside and outside the building you rented.
  - b. This also pertains to entire grandstands including area around the arena at the fairgrounds.
  - c. At the fairgrounds all barrels shall be emptied into the dumpsters.
- \_\_\_\_\_ If you rented a kitchen, it should be cleaned including stovetops, ovens and trash taken out to dumpsters.
- \_\_\_\_\_ Bathroom sinks, toilets, and floors and walls need to be cleaned (not applicable at the Carbon Building-Courthouse Annex)
- \_\_\_\_\_ All floors have been swept then mopped (Sweep floors before you mop.)
- \_\_\_\_\_ Tables, chairs, and benches have been wiped down and returned to where they were found.  
Use racks available.
- \_\_\_\_\_ Tables, chairs, and benches have been wiped down and returned to where they were found.  
Use racks available.
- \_\_\_\_\_ Rodeo Arena Only: If barrels and/or poles are used they need to be placed near the rodeo office to be put away.

**CARBON COUNTY BUILDINGS & GROUNDS  
RENTAL PRICE LIST FOR COUNTY BUILDINGS**

*Adopted April 2022*

To reserve or for questions, contact the individual listed in Page 2 of these rules

**CARBON COUNTY FAIRGROUNDS**

- \* Deposits refunded if facilities left in acceptable condition as determined by Buildings & Grounds
- \* Pre-event meeting required if > 100 people
- \* Insurance listing county as additional insured required if alcohol or malt beverages served and if there is a dangerous activity

**MULTIPLEX**

	For Profit Groups, Private Parties, etc...	Non-Profit Groups	Deposit	Capacity	Other Fees
<b>Cement Side (Includes Tables/Chairs)</b>	\$375.00 / day	\$200.00 / day	\$500- 300 or less people \$1,000 > 300 people	1706	* \$65.00 per additional trash pickup if >100 people * \$200 - mat setup & cleanup * \$750 Weekend rate covers noon Friday through noon Sunday
<b>Dirt Side</b>	Decided per event	Decided per event	\$500- 300 or less people \$1,000 > 300 people	640	* \$65.00 per additional trash pickup if >100 people * \$200 - mat setup & cleanup * \$100 mat use if renter sets up & cleans up * Double fee - Weekend rate covers noon Friday through noon Sunday

**EXHIBIT HALL**

	For Profit Groups, Private Parties, etc...	Non-Profit Groups	Deposit	Capacity	Other Fees
<b>Exhibit Hall</b>	\$100 / day per side	\$50 / day per side	\$500- 300 or less people \$1,000 > 300 people	400 per side	* \$65.00 per additional trash pickup if >100 people * Free -1 total additional day setup/cleanup * \$100 - 2-3 total additional days setup/cleanup * \$200 Weekend rate covers noon Friday through noon Sunday
<b>Exhibit Hall Kitchen</b>	\$150 / day	\$75 / day	\$500 / event	-	* \$65.00 per additional trash pickup if >100 people * \$150.00 Weekend rate covers noon Friday through noon Sunday

### OUTDOOR ARENA

	For Profit Groups, Private Parties, etc...	Non-Profit Groups Individuals Riding	Deposit		Other Fees
<b>Arena</b>	\$250.00 / day	No charge	N/a	-	* \$25/hour - Lights (applies to profit & non-profit) * \$20.00 - per horse per night overnight boarding * All horses must have appropriate paperwork * \$20 - Camper hookup when stalling horses
<b>Horse Barn</b>				-	* \$20.00 - per horse per night overnight boarding * All horses must have appropriate paperwork

### COMMERCIAL KITCHEN / CONCESSION STAND

	Kitchen	Dishes	Deposit	Capacity	Other Fees
<b>12 Hour Week</b>	\$150.00 / week		\$500.00	-	
<b>20 Hour Week</b>	\$250.00 / week		\$500.00	-	
<b>40 Hour Week</b>	\$500.00 / week		\$500.00	-	
<b>1-25 Guests</b>		\$20.00 / event		-	
<b>26-50 Guests</b>		\$30.00 / event		-	
<b>51-75 Guests</b>		\$50.00 / event		-	
<b>76-100 Guests</b>		\$70.00 / event		-	* More dishes available. Price increases \$20 increments per additional 25 guests

\* All users must possess a current WY Food Service License to use the commercial kitchen



# CARBON COUNTY BUILDINGS & GROUNDS

## RENTAL PRICE LIST FOR COUNTY BUILDINGS

*Adopted April 2022*

To reserve or for questions, contact the individual listed in Page 2 of these rules

### JEFFREY CENTER

- \* Deposits refunded if facilities left in acceptable condition as determined by Buildings & Grounds
- \* Pre-event meeting required if > 100 people
- \* Insurance listing county as additional insured required if alcohol or malt beverages served and if there is a dangerous activity

JEFFREY CENTER					
	For Profit Groups, Private Parties, etc...	Non-Profit Groups	Deposit	Capacity	Other Fees
<b>Large (East) Room</b>	\$250.00 / day	\$125.00 / day	\$500.00	425	* \$500.00 Weekend rate covers noon Friday through noon Sunday
<b>Small (West) Room</b>	\$250.00 / day	\$125.00 / day	\$500.00	325	* \$500.00 Weekend rate covers noon Friday through noon Sunday
<b>Meeting Room, 2 available downstairs</b>	\$25.00 / day each	No charge	n/a		
<b>Kitchen</b>	\$200.00 / event	\$100.00 / event	\$250.00 with one room *No additional deposit if renting both east and west rooms	n/a	* No charge for dishes

### CARBON COUNTY LIBRARY

## RENTAL PRICE LIST FOR MEETING ROOMS

*Adopted April 2022*

To reserve or for questions, contact the individual listed in Page 2 of these rules

### CARBON COUNTY LIBRARY SYSTEM

\* Deposits refunded if facilities left in acceptable condition as determined by the contact in #1 of these rules

#### RAWLINS

	For Profit Groups, Private Parties, etc...	Non-Profit Groups	Deposit	Capacity	Other Fees
<b>Bess Sheller Room (#107)</b>	\$50.00 minimum (4 hours) \$100.00 all day	No Charge	\$50.00 refundable deposit	21	None
<b>Carbon Rooms 1 &amp; 2 (#108 &amp; 109)</b>	\$50.00 minimum (4 hours) \$100.00 all day	No Charge	\$50.00 refundable deposit	55	None

#### SARATOGA

	For Profit Groups, Private Parties, etc...	Non-Profit Groups	Deposit	Capacity	Other Fees
<b>Meeting Room</b>	\$5.00 per hour, max \$25.00 / day	No Charge	\$50.00 refundable deposit	32	None

**ENCAMPMENT**

	<b>For Profit Groups, Private Parties, etc...</b>	<b>Non-Profit Groups Individuals Riding</b>	<b>Deposit</b>	<b>Capacity</b>	<b>Other Fees</b>
<b>Meeting Room</b>	\$5.00 per hour, max \$25.00 / day	No Charge	\$50.00 refundable deposit	32	None

**HANNA**

	<b>For Profit Groups, Private Parties, etc...</b>	<b>Non-Profit Groups Individuals Riding</b>	<b>Deposit</b>	<b>Capacity</b>	<b>Other Fees</b>
<b>Meeting Room</b>	\$5.00 per hour, max \$25.00 / day	No Charge	\$50.00 refundable deposit	15	None

**LITTLE SNAKE RIVER VALLEY (BAGGS)**

	<b>For Profit Groups, Private Parties, etc...</b>	<b>Non-Profit Groups</b>	<b>Deposit</b>	<b>Capacity</b>	<b>Other Fees</b>
<b>Meeting Room</b>	\$5.00 per hour, max \$25.00 / day	No Charge	\$50.00 refundable deposit	32	None

# CARBON BUILDING - COURTHOUSE ANNEX

## RENTAL PRICE LIST FOR MEETING ROOMS

*Adopted April 2022*

To reserve or for questions, contact the individual listed in Page 2 of these rules

### CARBON BUILDING - COURTHOUSE ANNEX

\* Deposits refunded if facilities left in acceptable condition as determined by Buildings & Grounds

First Floor Rooms rented through the Library and listed on the Library System fee schedule.

#### COMMISSIONER MEETING ROOM

	Government Only	Capacity	Other Fees
MEETING ROOM (#240A)	No fee	57	None

#### SIERRA MADRE ROOM

	Government Only	Capacity	Other Fees
MEETING ROOM (#240B)	No Fee	18	None

#### SNOWY RANGE ROOM

	Government Only	Capacity	Other Fees
MEETING ROOM (#240C)	No Fee	18	None

#### FERRIS ROOM

	Government Only	Capacity	Other Fees
MEETING ROOM (#332)	No Fee	46	None

\* Indemnification Agreement NOT required for governmental use