

ISLAND GROVE POLICY HANDBOOK



COME PLAY IN OUR PARK!

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Administrative Guidelines: City Facilities and Venues

Booking

City staff booking entertainment into any City facility or venue mirrors the process followed by many public venues throughout the country. The operational management seeks out and schedules events that reflect the venue's purpose, mission, and design, using advisory boards as sounding boards. In regards to outside requests to reserve a City venue, the operational management may deny such request based on the following: (1) unpaid balances owed to the City venue or similar venues that are known to the City, (2) past history or reputation of disruptive incidents in a City venue or similar venues, (3) when an organization, individual, or event has been misrepresented in its identity, nature, and/or content, (4) when the requesting organization or individual violated laws, ordinances, rules and regulations or the contract provisions and/or acted or operated in a manner which constitutes a nuisance and/or disturbance, (5) in the opinion of the operational management that the request may cause undue or unusual damage to the City venue, (6) may cause in the opinion of operational management security concerns, (7) the request conflicts with a similar request previously scheduled on or near the venue, and/or (8) in the opinion of operational management the event will not take place causing a loss of revenue to the facility.

Operational management denials may be appealed to the Culture, Parks and Recreations Department Director or the Director's designee.

It is the City of Greeley, Colorado's policy to allow the use of facilities owned by the City of Greeley and Weld County at Island Grove Regional Park on a rental basis.

Rental or Use Endorsement

The rental and use of city facilities shall not constitute an endorsement by the City of Greeley of an organization or group or any particular issue or perspective related to programs presented in the facility.

Federal, State Laws, City Ordinances

Any group or organization using city facilities or venues shall comply with all federal, state, and local laws and regulations.

Insurance

For public events, the Tenant shall obtain and maintain full force and effect during the Tenant's use and occupation of the facilities, at the Tenant's sole expense, sufficient general or public liability insurance.

The Tenant shall furnish the City, thirty (30) days before the Tenant's occupancy of the facility, a copy of the said policy of insurance. Failure to provide insurance within the stated time shall terminate the rental agreement immediately.

More information is available on page 7

BOOKING POLICIES

1. Booking events on dates not secured by annual user groups is done on a first-come, first-served basis 6-12 months in advance depending on facility and/or event type. For more information contact the Scheduling Office.
2. It is the policy of the City of Greeley to allow the use of facilities owned by the City of Greeley and Weld County at Island Grove Regional Park on a rental basis to groups when such rentals do not interfere with the schedules of annual user groups, both public and private.
3. All tenants of the Island Grove Regional Park complex, all ground facilities, and premises (including annual events) are reminded that it is their sole responsibility to initiate and complete proper forms for event bookings for future facility usage. Annual users must notify the Island Grove Regional Park Events Coordinator in writing or email to reschedule their annual event no later than 2 weeks after their current event. Failure to do this may result in forfeiting of any rights of priority option for rental. The City of Greeley will not be held responsible for complying with this policy.
4. Like events will not be booked within 12 days before or 12 days after the previously booked date for a like event, where sales of tickets and/or like products are sold. This policy may be waived if the first Lessee provides a signed letter permitting the second event to the Island Grove Events Coordinator.

FEES & DEPOSITS

1. Fees for Island Grove Regional Park are approved each year by the Greeley City Council during the budget process. These rates are in effect from January through December of the following year. All charges will be at the rate established for the year when an event is held.
2. The down payment will be applied towards Lessee's total rental fee, the remainder of the rental fee is due in full no later than 30 days prior to the reservation date. A late fee of \$50 per week will be applied if rental fees are not paid in full at least 30 days prior to the reservation date.
3. All fees related to tickets, entries, food, and RV's are due within three weeks after the event's end date. A \$50 per week late fee will be added per week if payment is not received by this deadline.
4. For larger events (ex. Dog Shows, Trade Shows, etc.) that are requesting to book 2 or more years in advance, a 10% booking fee will be added to the current rental rate of the facilities up to 3 years in advance.
5. Fees for the day before and after an event that is strictly for setup and teardown only are available for a discounted rate and will be limited to half-day access (6 hours maximum)
6. If a disturbance occurs, and the Police Department is called, the event will be closed, and everyone will be evacuated. This is a rule, no matter what time it is, and all rental fees are forfeited.
7. **Rebooking fee - \$50 before 90 days until the event date. Under 90 days will result in cancellation and cancellation policy will apply. Up to the discretion of the park manager and scheduling coordinator.**

CANCELLATION POLICY

Bunkhouse, Buckle Club, Poudre River Pavilion, Platte River Pavilion, Grass Areas, Parking Lot, Saddle Club, and Conference Room Rentals:

If canceled over 90 before the event: Refund all but \$200 of monies paid
If canceled 61-90 days before the event: Refund all but \$250 of monies paid
If canceled 60 day before the event: NO REFUND

Arena, Event Center, Exhibition Building, 4H Building, and Livestock Building:

If canceled over 120 days before the event: Refund all but \$550 of monies paid.

If canceled 91-120 days before the event: Refund all but \$750 of monies paid.

If canceled 90 days before the event: NO REFUND

Big Thompson & Mt. Elbert Pavilion: NO REFUND

**** In the event of inclement weather, no refund will be given for pavilion rentals****

8. All events hosted at Island Grove Regional Park that require admission or participant fees are subject to the following fees. This fund is dedicated to enhancing the facilities and addressing emergency repairs.

Participant/Entry Fees

- All Entries: \$1.50 each

Admission Fee

- Events charging \$6.00 or less: \$.50 each
 - Events charging \$6.01 or more: \$1.50 each
 - Non-profit events: \$.75 each
9. Changes for the Event Center color scheme lighting will be charged an additional fee of \$25 per light change.
 10. All events that charge for booth space will be assessed a \$10 fee per booth.

GENERAL POLICIES AND PROCEDURES

1. Island Grove facilities are closed and not available for rent on Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
2. The Lessee will be responsible for all damages to the property, except natural wear and tear occasioned by reasonable and careful use thereof.
3. The Lessee will be responsible for set up and rough clean up. Set up by Island Grove staff is available for an additional fee.
 - The Lessee will be required to pick up all trash and place trash in the appropriate containers including picking up trash in the parking lots and surrounding areas outside.
 - Lessee is responsible for cleaning out horse stalls used and removal/disposal of livestock bedding.
 - Events that generate excessive trash that require extra trash removal by Island Grove's trash provider, must pay an additional fee.
 - Island Grove staff is responsible for taking down and stacking tables and chairs.
4. Island Grove may require the Lessee to furnish security during its activity. Lessee will provide staff and other personnel (i.e. Audio/visual technician, security, ushers, announcers, signor for hearing impaired, etc.) to conduct its activities in the facilities.
5. Reserved parking for the C.S.U. Extension office and Greeley Stampede staff must be maintained. Violators will be towed at Lessee's expense.
6. Island Grove operating hours

Monday through Thursday	6:30 a.m. to 10:00 p.m.
Friday and Saturday	7 a.m. to 12:00 a.m.
Sunday	7 a.m. to 10:00 p.m.

Buildings will be closed and locked no later than 10:00 p.m. Sunday- Thursday and 12:00 a.m. Friday and Saturday

- For all events serving alcohol, liquor services shall cease at 8:45 p.m. Sunday-Thursday and 10:45 p.m. Friday and Saturday. All other activities shall stop one (1) hour prior to the building closing time.

The rental period starts when a building/facility is first opened the Lessee, not when the event begins. The rental period ends when all occupants have exited and doors are locked.

All facilities must be completely vacated by closing time. Including all personal items, decorations, entertainment equipment and rough trash, or you will be charged **\$50 per minute** after that. For larger events requiring additional load out time, please contact the Scheduling Office to discuss options.

7. Lessees may not post or exhibit any signs, advertisements, show bills, posters, or cards of any description in or on the facility without prior permission from the Island Grove Facility Manager.

Lessee will provide the Island Grove Events Coordinator with all show/event premiums, flyers, admission fees, time of event, and contact phone numbers to schedule staff and provide information to the public.

8. The City of Greeley and Weld County will not be responsible for any items left at any Island Grove Regional Park facilities.
 - Anything left in the facility following the conclusion of the event may be removed or placed in off-premises storage and arranged by the Island Grove Regional Park Facility Manager at the sole expense of the Lessee.
 - The Lessee expressly releases the City of Greeley from all claims for loss or damage of any kind or nature arising from such removal and storage.
 - Drop shipments may be arranged on a case-by-case basis. Please contact the Scheduling Office for further information.

9. Lessees may not undertake any plumbing, electrical, carpentry, or mechanical work on any of the facilities without prior authorization of the Island Grove Regional Park Facility Manager.
10. City of Greeley staff members will be in uniform and have identification/name tags allowing them entrance to all areas of the facilities except where there is danger or when it would interfere with the program or performance (identifications are not to be used for seating)
11. **Lessee is not permitted to use nails, tacks, duct tape, fake snow glitter, confetti, balloons with confetti or glitter inside of them, powder/confetti cannons, or silly string in Island Grove's facilities. Command Strips are highly recommended. When helium Mylar or latex balloons are used for decorating in the buildings, a \$25 fee may be assessed to cover damages to the balloons and string. Balloons with confetti or glitter inside are prohibited. The Lessee will forfeit the damage deposit if helium tanks are left behind at the facility after the rental has ended.**

All pyrotechnics must be approved with a permit from the Greeley Fire Department. This includes sparklers, cold flame sparklers, fireworks, etc. For more information, please refer to page 10. FAILURE TO PROVIDE A PERMIT FROM GFD WILL FORFEIT YOUR DAMAGE DEPOSIT AND RISK THE EVENT BEING SHUT DOWN. Water-based fog machines are allowed. For more details or any questions, contact your Scheduling Coordinator.

ALL GENDER REVEAL ACTIVITIES MUST BE APPROVED BY THE SCHEDULING OFFICE.

12. **Pinatas, mechanical bulls, and water balloons are not permitted in the park areas. Canopies may be used but they will need to be weighed down. Stakes are not permitted**
13. **Bounce houses are permitted inside and outside of the facilities but must be rented by a licensed company. The rental company that is providing the bounce house MUST CONTACT THE SCHEDULING OFFICE NO LATER THAN TWO WEEKS PRIOR TO THE RESERVATION DATE. Stakes are not permitted and it must be weighed down.**
14. All exits must be unobstructed according to the City of Greeley code, and the exit signs must be in clear view to occupants in the buildings
15. Island Grove management prohibits the open carry of firearms within the grounds and in all facilities at Island Grove Regional Park unless a hunting permit has been granted, according to Chapter 7.30 of the Greeley Municipal Code unless otherwise authorized in writing by the Island Grove Regional Park Facility Manager. Island Grove management prohibits the possession of firearms without a permit in compliance with the Colorado Revised Statute (C.R.S) 18-2-214 (Concealed Carry). Island Grove management retains the right to restrict the carrying of concealed weapons into buildings or portions of facilities that are not open to the public. Island Grove management reserves the right to limit the carrying of concealed weapons on the grounds and into all buildings at Island Grove Regional Park, which have been leased, whether permanently or temporarily, to a private tenant.
16. The policy for Island Grove's recreational vehicle waste dump station is as follows

Section 14.12.250 (a) of the City Code, the discharge of any waters containing toxic or poisonous solvent, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to contaminate the sledges of the City wastewater treatment facilities, to injure, interfere with or pass through any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters of the wastewater treatment plant is prohibited.

INSURANCE

The Lessee agrees to indemnify, hold harmless, and defend the City of Greeley, City Council, Weld County Board of Commissioners, and all employees and agents thereof, for any damage to either property or persons resulting from accidents, injury, or other incidents resulting from Lessee's use of the facility. Notwithstanding the preceding and in addition to any insurance coverage carried by the Lessor.

A lessee further agrees to indemnify, hold harmless, and defend the City of Greeley and Weld County for all damages resulting from accidents, injuries, or other incidents caused in whole or in part by any negligent act or omission of Lessee, or anyone directly or indirectly employed by Lessee, or whose act for which Lessee may be liable unless the City of Greeley grants a waiver of insurance.

The Lessee agrees that before using said facilities, it will furnish the Lessor with proof of insurance satisfactory to the City of Greeley, Director CPRD. Such insurance will include contractual liability coverage and will provide insurance in the following amounts.

PUBLIC EVENTS

- A comprehensive general liability insurance policy with minimum limits of \$ 1,000,000 to \$5,000,000 combined single limits for each occurrence.
- Worker's compensation and employer's liability insurance, which will cover the obligations of the Tenant, per the provisions of the Worker's Compensation Act, of Colorado, as amended. (Art. 40 to 47 of Title 8, C.R.S.)

PRIVATE EVENTS

- Liability insurance that includes coverage for bodily injury with a minimum limit of \$1,000,000 combined single limits for each occurrence may be required.

FOR PUBLIC AND PRIVATE EVENTS WITH SPECIAL EVENT PERMITS FOR ALCOHOL

Alcohol is sold by a licensed concessionaire only. Insurance for events where alcohol is served will be provided at the Lessee's cost as a service by the concessionaire.

- *At least two weeks before the scheduled event, the Lessee/Tenant will provide a certificate(s) of insurance to the City of Greeley / Island Grove Regional Park, demonstrating that the insurance mentioned above requirements have been met and that such policy or policies will be in effect throughout the contracted period and at such times before that the contracted period as Tenant may reasonably expect to be conducting activities within the area of leased facilities.*

EVENTS WITH LIVESTOCK AND AUTOMOBILE/MOTORCYCLES

A comprehensive general liability insurance policy with a minimum limit of \$5,000,000 combined single limit for each occurrence. These events must meet the approval of the City of Greeley's Safety Manager.

CATERING / CONCESSION FEE POLICY

PRIVATE EVENTS:

- A surcharge of \$1.00 per person will be added to all contracts for private events where food is served.
- Renters are welcome to bring their own food or choose any caterer they prefer.
- Events with fewer than 100 attendees serving homemade food are exempt from the surcharge.
- If food is provided by a catering company or other food establishment, a fee of 15% of the total food bill or \$1.00 per person, whichever is less, will be applied.
- For specific details or inquiries, please contact our Scheduling Office.

PUBLIC EVENTS:

- Food vendors at public events will be charged 15% of their total food and beverage sales.
- All vendors must contact the Scheduling Office at least two weeks before the event and be approved to participate.
- The City holds the authority to approve all caterers and concessionaires that sell or distribute food, beverages, and other merchandise.
- All vendors must comply with Weld County Food Safety regulations and obtain the necessary permits as required.

EXEMPTIONS:

- Events where food is donated or those that offer tastings and charge an entry fee (e.g., the Colorado Oil and Gas Chili Cook-off) are exempt from these fees.
- 4-H groups or clubs providing food services at events will also not be subject to this fee.

For further information or to obtain the necessary permits, please contact the Weld County Health Department at HE-tempevents@weldgov.com or call 970-400-6415.

Additionally, for event-related inquiries, please reach out to our Scheduling Office. We are here to assist you in making your event a success!

ALCOHOL POLICY

SERVING AND SALE OF ALCOHOLIC BEVERAGES:

Alcoholic beverages can only be served and sold at Island Grove Regional Park by our licensed concessionaire or through a special event permit.

LICENSED LIQUOR CONCESSIONAIRE:

Name: Park Concessionaires

Address: 3502 W. 10th St., Greeley, CO 80631

Phone: 970.576.2044 or 970.352.9371

INSURANCE REQUIREMENTS: The liquor concessionaire is responsible for obtaining insurance for events where alcohol will be served. Please note that a service fee may apply

SECURITY FOR ALCOHOL-RELATED EVENTS: For the safety of all guests, the following security measures are in place for events where alcohol is served:

- Professional security is required. Contact Deb Nelson at Park Concessionaires to arrange both alcohol service and security.
- After the event, two security guards must remain onsite until all individuals (including band members, decorators, and vendors) have left the premises.
- **External alcoholic beverages are strictly prohibited.** Bringing outside alcohol into the facility will result in immediate event closure, evacuation, and forfeiture of all rental fees, including the damage deposit.

Note: Security requirements are subject to change. Verify arrangements ahead of your event.

FIRE AND LIFE SAFETY REQUIREMENTS

FOR ALL EXHIBITORS PARTICIPATING IN SHOWS AT ISLAND GROVE REGIONAL PARK

City of Greeley Fire Department
1155 10th Avenue, Greeley, CO 80631
970-350-9500

POLICY FOR PUBLIC DISTRIBUTION NUMBER 25-1

This policy is meant to provide necessary information for the most common conditions and situations. A permit and plan review is required for events held at Island Grove Regional Park. Questions can be addressed to the Fire Department by calling 970-350-9500 between 8 am and 5 pm, M-F.

1. A sponsor of a show may be required to submit both a floor and site plan to the City of Greeley Fire Department a minimum of 10 days before the event.
2. All exits from the builds will remain unlocked and free of obstructions while the building is occupied. Exit signs must remain visible. A 48-inch aisle way to exit doors will be maintained inside and outside of buildings.
3. There will be no spraying of flammable or combustible paints or primers. This includes, but is not limited to, aerosol cans. All paint or chemical touch-ups must be done before arrival at City or County-owned property.
4. When displaying motorized equipment inside any park facility, the equipment shall have:
 - a. At least one battery terminal disconnected.
 - b. Fuel tanks will contain less than 5 gallons or be less than one-fourth full, whichever is less.
 - c. Fuel tanks will be sealed to prevent the escape of vapors.
 - d. Fuel systems will be free of all leaks.
 - e. Absorbent padding must be placed under all oil leaks. No granular oil absorbent is allowed.
5. All fire extinguishing equipment must be unobstructed and visible.
6. All drapes, hangings, curtains, drops, and other decorative material, such as hay or straw, etc., will be treated or maintained in flame-retardant conditions. A certificate or further acceptable proof of fire-retardant treatment will be provided to Fire Prevention personnel.
7. The sale, display, storage of gun powder (smokeless or black) are not permitted on the City of Greeley property.
8. Demonstrations or operation of any heat-producing devices or sources of ignition, including but not limited to heaters, stoves, barbecue, candles, torches, lanterns, internal combustion engines, or any other open flame, must be approved by the Greeley Fire Marshal. No fireworks or other open flames will be allowed unless said devices have a permit issued by the City of Greeley Fire Department. (Permit information is available through the Fire Department. The permit application requires 48 hours advance notice before an event. The inspection of fireworks can take place up to two hours before an event.)
9. No liquid petroleum gas will be allowed in the buildings. All outdoor liquid petroleum gas requires a special permit from the Fire Department.
10. Compressed gas cylinders must be secured in all areas, especially food preparation areas.
11. Smoking is not permitted in any City of Greeley or Weld County building or Arena Grandstands.
12. Guest may smoke outside any building in accordance with building signage.
13. No parking is allowed in posted fire lanes. Any unattended vehicle in a fire lane will be ticketed or towed at the owner's expense.
14. No parking is allowed within 20 feet of a fire hydrant. Nothing will be attached to fire hydrant; fire hydrants will remain fully visible at all times.
15. All electrical hookups will be made by a licensed electrical contractor.
16. No glass containers are allowed in Island Grove Regional Park. (Greeley Municipal Code #13.40.055 Ordinance N)

For further information or additional questions, please contact Greeley Community Safety at 970.350.9510