

***Island Grove Regional Park***  
**Greeley, Colorado**

**ISLAND GROVE POLICIES AND  
INFORMATIONAL HANDBOOK**



***COME PLAY IN OUR PARK!***

Scheduling Office 1229 D. St. Greeley, CO 80631  
970.350.9339 or 970.350.9392  
[www.greeleygov.com/activities/island-grove](http://www.greeleygov.com/activities/island-grove)

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## **WELCOME TO ISLAND GROVE REGIONAL PARK**

Island Grove Regional Park is a multi-use events complex owned by the City of Greeley and Weld County. Located on 165 acres, there is plenty of indoor and outdoor space for all ages to play! Trees planted as far back as 1869, spacious lawns, and a range of facilities that border the Poudre River have earned Island Grove Regional Park a reputation as one of the most picturesque and versatile events complex in the nation.

The event team at Island Grove provides outstanding service helping to produce some of the finest events. Our focus is to nurture relationships with our customers and guests to create a unique, memorable experience. We can accommodate a variety of configurations to serve any event.

Looking for a one-stop-shop for your event? Island Grove can provide for all your ancillary rental items such as pipe and drape, tables and chairs, staging, sounds systems, projectors, screens, and technical support.

Island Grove Regional Park has an onsite Events Coordinator to help you with your gathering. Your Event Coordinator will take a personalized approach by working with you from start to finish and recommend layouts and assist in facility planning.

Home of 10 unique indoor/outdoor venues and large grass areas, Island Grove, is ideal for various events with ample parking, making Island Grove a preferred location for your event.

From the small meetings to the large park-wide events, your vision is our mission. Let us partner with you on your next event, and we will transform our space into the event you envisioned. Elevate Your Expectations at Island Grove – come play in our park!

**For additional information and photographs of each facility, visit our Web site at [www.islandgrovepark.com](http://www.islandgrovepark.com)**

This handbook contains essential policies and procedures, information about each Island Grove facility, and frequently asked questions. Feel free to contact Island Grove's Scheduling Coordinator at 970.350.9339 or 970.350.9392 for more information

## ISLAND GROVE STAFF CONTACTS

<u>Facility Manager</u>	<u>Tom Welch</u>	<u>970.350.9522</u> <u>970.371.2685</u>	<a href="mailto:tom.welch@greeleygov.com">tom.welch@greeleygov.com</a>
<u>Events Coordinator</u>	<u>Rochelle Peth</u>	<u>970.350.9339</u> <u>970.371.1210</u>	<a href="mailto:rochelle.peth@greeleygov.com">rochelle.peth@greeleygov.com</a>
<u>Assistant Events Coordinator</u>	<u>Jenn Barday</u>	<u>970.350.9392</u> <u>970.518.8205</u>	<a href="mailto:jenn.barday@greeleygov.com">jenn.barday@greeleygov.com</a>
<u>Facilities Supervisor - Buildings</u>	<u>Debra Warner</u>	<u>970.336.4093</u> <u>970.371.5969</u>	<a href="mailto:debra.warner@greeleygov.com">debra.warner@greeleygov.com</a>
<u>Crew Leader - Days</u>	<u>Noah Small</u>	<u>970.371.8643</u>	<a href="mailto:noah.small@greeleygov.com">noah.small@greeleygov.com</a>
<u>Crew Leader - Evenings</u>	<u>Gilbert Sifuentez</u>	<u>970.371.5964</u>	<a href="mailto:gilbert.sifuentez@greeleygov.com">gilbert.sifuentez@greeleygov.com</a>
<u>Facilities Supervisor - Grounds</u>	<u>Orlando Martinez</u>	<u>970.350.9341</u> <u>970.396.6752</u>	<a href="mailto:orlando.martinez@greeleygov.com">orlando.martinez@greeleygov.com</a>
<u>Arena Technician</u>	<u>Todd Seiler</u>	<u>970.396.5942</u>	<a href="mailto:todd.seiler@greeleygov.com">todd.seiler@greeleygov.com</a>
<u>Park Technicians</u>	<u>Stacy Jass</u>	<u>970.673.2177</u>	<a href="mailto:stacy.jass@greeleygov.com">stacy.jass@greeleygov.com</a>
	<u>Connor Van Buskirk</u>	<u>970.939.4423</u>	<a href="mailto:connor.buskirk@greeleygov.com">connor.buskirk@greeleygov.com</a>
<u>Parks Maintenance Technician</u>	<u>Mike Hodson</u>	<u>970.371.6898</u>	<a href="mailto:mike.hodson@greeleygov.com">mike.hodson@greeleygov.com</a>

## ISLAND GROVE ADVISORY BOARD

<u>Greeley City Council</u>	<u>Tommy Butler</u>
<u>City of Greeley</u>	<u>James Herman</u>
<u>Weld County Commissioner</u>	<u>Perry Buck</u>
<u>Weld County</u>	<u>Bill Hall</u>
<u>Weld County</u>	<u>Tim Magnuson</u>
<u>Joint Appointee</u>	<u>TBD</u>

### **CONCESSIONAIRES**

#### ***Food – All Facilities***

Contact Rochelle Peth at 970.350.9392 or Jenn Barday at 970.350.9392 for a Preferred Caterer List

#### ***Liquor – All Island Grove Facilities***

Park Concessionaires, L.L.C., 3502 W. 10<sup>th</sup> St., Greeley, CO 80631  
Deb Nelson 970.576.2044 or Leona Larson 970.302.8746

# **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.

Organizations that have scheduled an event the previous year will be given priority in requesting dates for the following year.

## **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 Tenant's sole expense, sufficient general or public liability insurance.

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

## Deposits/Cancellations

A deposit will be taken at the signing of the contract and will be forfeited upon cancellation depending on the circumstances.

## Concessions/Merchandise

The City reserves the right to officially approve caterers and concessionaires to sell or give away food, beverages, periodicals, programs, and other merchandise.

City and State sales tax and the commission will be collected for all sales at all city venues.

## Notification of Artists Performing

Any group or organization using city facilities or venues is required to file a City of Greeley Artist Notification Form with the venue at least two weeks before any media notification, advertising, or ticket sales to the event. The form is located on page 16 of this handout.

# BOOKING & FEE POLICIES

### Booking

1. Booking events on dates not secured by annual user groups are done on a first-come, first-served basis up to 12 months in advance.
2. It is the policy of the City of Greeley, Colorado, 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 private and public.
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 30 days prior to the start of their current event. Failure 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 Facility Scheduler.

### 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. ***Please Note: fees and damage deposit amounts listed in this document are for 2022 only. Contact the Scheduling office for 2023 rental pricing.***
2. Fees for a day before event setup are half the price of the facility rental fee plus labor fees and will be limited to half-day access.

3. **For the Bunkhouse and Buckle Club**, the rental fee and \$200 damage deposit is due in full when the reservation is made. **For Conference Rooms**, the rental fee and \$400 damage deposit is due in full when the reservation is made. If canceled, the refund policy for the rental rate is as follows.

<u>Canceling Time Frame</u>	<u>Amount Forfeited by Lessee</u>
At least 90 days prior to the event	\$50
15 to 89 days prior to event	\$100
0 to 14 days prior to event	No Refund

In the event that 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

4. **Rental fees for all other facilities**, Lessee must pay a \$200 down payment and must be made on the date the reservation is made. The down payment will be applied toward Lessee's total rental fee, with the remainder of the rental fee due in full no less than two weeks before the reservation date. A \$400 damage deposit is required with the down payment at the time of booking and is refunded if the buildings are left as policy requires. A series of events held on consecutive weeks need only pay one \$400 deposit, which will be banked and applied to the last event in the series.
5. If Lessee/Tenant cancels before a scheduled event and the rental fee is more significant than \$600, money paid will be forfeited according to the following:

<u>Canceling Time Frame</u>	<u>Amount Forfeited by Lessee</u>
At least 90 days prior to the event	\$100
15 to 89 days prior to event	\$200
0 to 14 days prior to event	No Refund

In the event that 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.

6. All events held at Island Grove that charge admission or participant fees are subject to all fees and taxes due and an additional \$1.50 per admission/entry. Events with an admission charge of \$6.00 or less will be subject to a \$ 0.50 cost per paid admission. The \$6.00 admission threshold does not apply to participant/entry fees.

<b>Participant/Entry Fees</b>	<b>Admission Fee</b>
All Entrees = \$1.50	Events Charging \$6.00 or less = \$ .50
	Events Charging \$6.01 or more = \$1.50

7. **Commercial Event Fee** - This fee is for events that do not charge attendance or participant fees. The designation of Commercial Events will be made by Facility Management and appealed to the Director of CPRD. This fee of \$ .25 to \$ .50 per attendee or participant would be based on Facility Management's attendance estimates with the promoter's input.
8. All events that charge for booth space will be assessed a \$10 fee per booth.

9. New events that will be “pay for view” or will have 2,000 or more estimated attendance may be required to provide a performance bond in an amount to be determined by the City of Greeley, CPRD Management.
10. For all Island Grove facility rentals, except the Bunkhouse, Buckle Club and Greeley Saddle Club, an Island Grove facility service employee must be on site. Labor fees for facility workers are the responsibility of the Lessee at a council-approved fee.
11. All facilities must be completely be vacated by closing time. Including all personal items, decorations, entertainment equipment and rough trash, or you will be charged \$10 a minute after that.
12. Changes for the Event Center color scheme lighting will be charged an additional fee based on the lighting change's difficulty.
13. The duties of Island Grove facility technician while working events include the following.
  - They will be available at all times during hours paid.
  - Give customers their contact information.
  - Keep restrooms clean, supplied paper products, and the removal of trash.
  - Handle emergency cleaning that needs immediate attention.
  - Cooperate with Lessee in getting equipment and supplies needed for activity as included in the rental agreement. Fees may apply for extra equipment not included in the contract.
  - See that lights are turned on/off.
  - See that heating and air conditioning are set for room conditioning.
  - Assist in setting up equipment when rented per the contract.

NOTE: ROUGH TRASH CLEAN UP IS THE RESPONSIBILITY OF THE LESSEE.

### **City Sales Tax and Concession Fee**

1. Lessees are responsible for city sales tax (4.11%) and the Island Grove Development fee of 15% on all food and drinks sold during the event. Envelopes are available at the Island Grove Regional Park Scheduling Coordinator's office, 1229 D. Street Greeley, CO 80631. They must be turned into the scheduling coordinator's office no later than two weeks after the event.
2. A Lessee also must agree to release sales and use tax information and returns for activities in Island Grove Regional Park.

## **GENERAL POLICIES AND PROCEDURES**

1. Island Grove facilities are closed and not available for rent on Thanksgiving Day, Christmas Eve, Christmas Day, 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.



- Events that generate excessive trash that requires extra trash removal by Island Grove’s trash provider, must pay an additional fee.
  - The rental period starts when a building/facility is first opened for the Lessee, not when the event begins. The rental period ends when all occupants are exited and doors are locked.
  - 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 all staff and other personnel (e.g., security, ushers, announcers, signor for hearing impaired, etc.) to conduct its activity 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	6:30am to 10:00pm
Friday and Saturday	6:30am to 12:00am
Sunday	6:30am to 10:00pm
  7. Buildings will be closed and locked no later than 12:00 am Friday and Saturday unless approved by the Island Grove Regional Park Facility Manager.
    - For all events serving alcohol, liquor service shall cease at 10:45 pm, and all other activities shall stop at 11:00 pm.
  8. A Lessee, its agent, and immediate family are limited to no more than six corresponding date events per calendar year. An event is defined as one continuous activity/celebration not exceeding three days at a time. For events such as the Weld County Fair, Greeley Independence Stampede, and sponsored activities, reserved dates may be granted together at the discretion of the City of Greeley, Director of Culture, Parks & Recreation
  9. All contracts between the City of Greeley and Park Concessionaires, L.L.C., must be paid in full two weeks before the event. Funds will be deposited upon receipt.
  10. Lessees may not post or exhibit any signs, advertisements, show bills, posters, or cards of any description in or on the facility without the Island Grove Facility Manager's prior permission.
  11. The City of Greeley and Weld County will not be responsible for any item 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 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 five days before each event, and items must be removed or shipped five days after the event, or a storage fee may apply.
  13. 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.

14. 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.)
15. When helium Mylar balloons are used for decorating in the buildings, a \$25 fee may be assessed to cover damages with the balloons and string. You may not use nails, tacks, duct tape, glitter, confetti, or silly string in Island Grove's facilities. Command Strips are highly recommended and can be purchased for an additional fee.
16. Lessee will provide 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 for the public.
17. 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.
18. Events attended by more than 1,000 persons must have security arrangements approved by the Island Grove Facility Manager or the City of Greeley Chief of Police or his assignee. These security arrangements may be subject to change if deemed necessary. Security for an event must remain on site until all patrons have left the facility.
19. All activities must cease at the time specified in the Lessee's contract.
20. Occupancy loads for public or private events held at Island Grove facilities are as follows.

<u>Facility Occupancy Load</u>	
Pro-Rodeo Arena & Grandstands	9,000
Events Center	8,202
Livestock Building	1,500
Exhibition Building	1,200
4-H Building	350
Bunkhouse	80
Buckle Club	60
Buckle Club Deck	30

21. 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 Facility Manager. Island Grove management prohibits the possession of firearms without a permit in compliance with Colorado Revised Statute (C.R.S.) 18-12-214(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 of Island Grove Regional Park, which have been leased, whether permanently or temporarily, to a private tenant.
22. 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.

## **For 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, in accordance with the provisions of the Worker's Compensation Act, of Colorado, as amended. (Art. 40 to 47 of Title 8, C.R.S.)

## **For 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.

# ALCOHOL & FOOD

## Alcohol

The serving and sale of alcoholic beverages at Island Grove Regional Park buildings and grounds are by the licensed concessionaire or by special event permit.

### ***Island Grove Liquor Concessionaire***

Park Concessionaires: 3502 W. 10<sup>th</sup> St., Greeley, Co 80631 970.576.2044 or 970.352.9371.

Insurance for events where alcohol will be served is the responsibility of the liquor concessionaire. Liquor concessionaire may charge a fee for this service.

Island Grove has the following security policies for events where alcohol is served:

- Professional security is required at all events that are serving alcohol.
- Events where alcohol is present require two (2) security guards per every 100 attendees up to 300 attendees. After 300 attendees, one (1) security guard is required for every 100 attendees. There is a two (2) security guard minimum on events with less than 100 attendees.
- Once event guests have vacated the facility, two (2) security guards must remain at the facility until all remaining persons have vacated the facility (band members, decorators, vendors, etc.)
- Absolutely no outside alcoholic beverages are permitted inside the facilities at Island Grove Regional Park. If outside alcoholic beverages are present, the event will be closed, everyone will be evacuated and all rental fees including the damage deposit will be forfeited.
- It is the responsibility of the renter to set up security for their event. A list of approved security companies can be obtained on our website or by contacting the scheduling office.
  - Rochelle Peth — Rochelle.peth@greeleygov.com or 970.350.9339
  - Jenn Barday – Jenn.barday@greeleygov.com or 970.350.9392
- **Renter is required to provide the scheduling office with a copy of their security contract no later than two weeks prior to their scheduled event.**
- *Security requirements are subject to change at any time.*

## Food – Island Grove Catering / Concession Fee

- For all private catered events, it is recommended to use Island Grove preferred caterers. Caterers must register with the Island Grove Scheduling Office to become preferred caterers. The yearly fee for this will be \$300.
- Lessees may use caterers not on the list but will be charged 15% of all food and beverage sales.
- Events that provide free food (i.e., the Stampedes' Gold Spur City) or events that offer to taste and charge an entry fee (i.e., Taste of Weld County and the Colorado Oil and Gas Chili Cook-off) will be exempt from this policy.
- Weld County Extension offices and 4-H groups or clubs providing food services for their events will be exempt from this fee. However, if they supply food service to other events, they will be subject to this policy.
- Renters may "bring in" or prepare onsite meals for guests, baked goods, fast foods, and fruits to provide hospitality for meetings.

- Groups/vendors selling food or beverages at events or the general public are subject to the 15% Island Grove Concession Fee.
- Exemptions to this policy may be requested through Kelly Snook, Interim Director of Culture, Parks & Recreation, and the City of Greeley.

# **FIRE AND LIFE SAFETY REQUIREMENTS**

## **FOR ALL EXHIBITORS PARTICIPATING IN SHOWS AT ISLAND GROVE REGIONAL PARK**

City of Greeley Fire Department  
1155 10<sup>th</sup> 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.

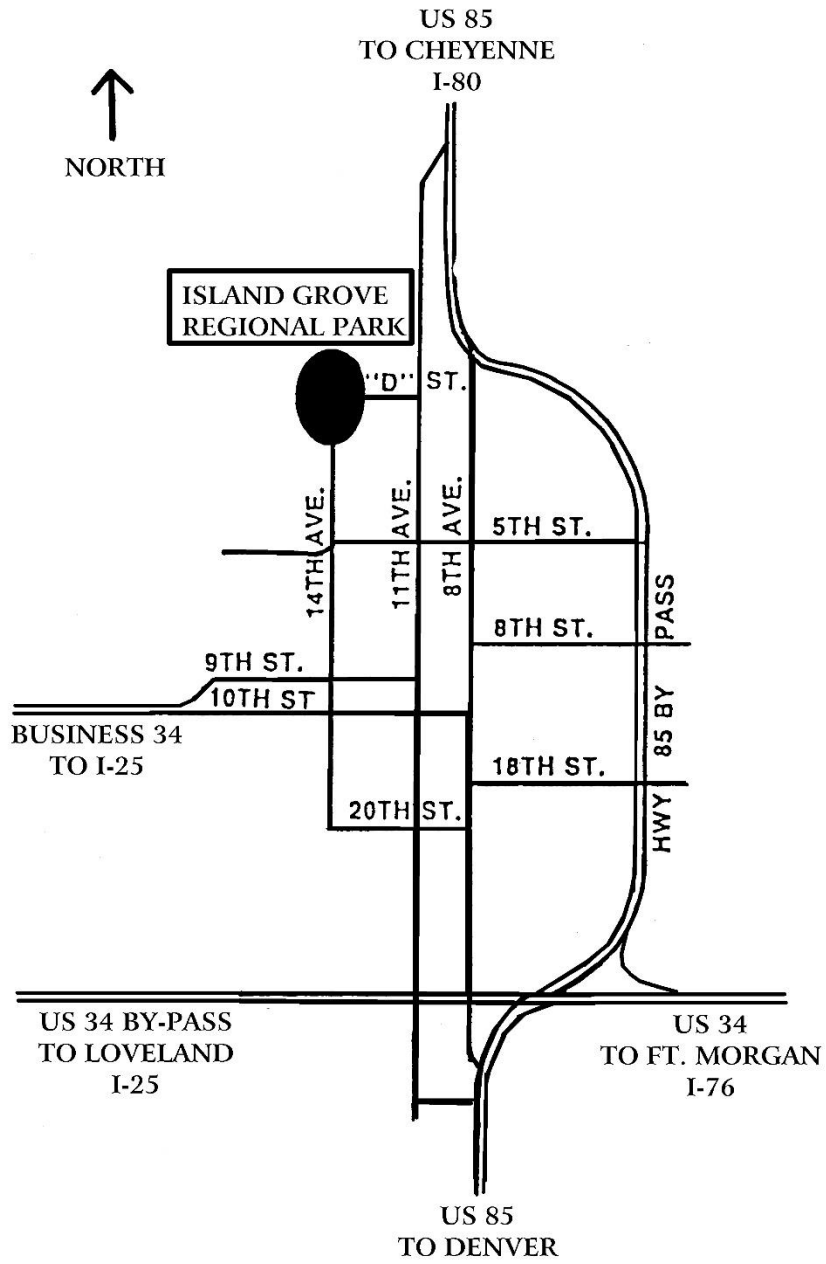
1. A sponsor of a show may be required to submit both a floor and site plan to the City of Greeley Fire Department a minimum of 10 days before the event.
2. All exits from the buildings will remain unlocked and free of obstructions while the building is occupied. Exit signs must remain visible. A 48-inch 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 and can be purchased through the Island Grove facilities staff. 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, and 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, barbecues, 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. Guests 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 any 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 call Greeley Fire Department at 970-350-9500**









## Artist Notification Form

Event Date \_\_\_\_\_ Venue \_\_\_\_\_

Event Name \_\_\_\_\_

Artists Performing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list all acts

Tenant Representative \_\_\_\_\_  
Signature

Venue Representative \_\_\_\_\_  
Signature