



Board of County Commissioners - Staff Report

Meeting Date: December 20, 2016

Presenter: Kaitlyn Mangis, Fair & Fairgrounds Manager

Submitting Dept: Teton County Fair & Fairgrounds

Subject: Revisions to fee schedule and Heritage Arena rules

Statement / Purpose:

Approve updated Rules and Regulations and fee schedule for Heritage Arena being advertised for a 45 day public comment.

Background / Description (Pros & Cons):

Revisions have been made to the current fee rates and Heritage Arena Rules. Specific to the rules themselves, there is currently a lack of consistency and unclear expectations for users and user groups. In the past, "Historic Users" had preference in scheduling the facility; in the current revision, reference to "Historic Users" has been removed as the term was not clearly defined and created inequity. The proposed rules also change the process of scheduling for the facility. In the current rules, starting in January users could reserve the facility up to six months in advance. With the new revisions, scheduling of the facility is broken into "winter months" and "summer months". Additional revisions include reserving time for live cattle users and after school commercial lesson use, adding provisions that address animal abuse and the right of entry for maintenance and repair needs, clarification on the obligations of users to clean up after themselves, and removal of references to the Fair Board from the rule language. Revisions to the Heritage Arena rules will create clearer expectations and understanding, allow for consistency of application, and create parity for users and user groups.

The fee schedule was last updated in December of 2015. The current proposal to the fee schedule is based on information collected from a survey of neighboring facilities and is intended to allow our facilities to remain reasonably but appropriately priced (i.e., not significantly lower or higher than like amenities in neighboring areas).

The purpose of this agenda item is to request approval from the Board of County Commissioners to publically advertise the proposed updated rules and fee schedule for a 45-day comment period, at the conclusion of which a formal adoption hearing would be held by the Board of County Commissioners.

Stakeholder Analysis & Involvement:

Staff has opened revisions to the fees and rules to public comment for the past two months. Staff has used the comment received to help shape the proposed rules and fees as presented here. The Fair Board has also reviewed and offered input on the rules and fee schedule. That input was incorporated as well, and at their regular meeting on December 12th, 2016, the Fair Board voted unanimously to recommend approval of the proposed fee schedule and the updated Heritage Arena Rules.

Fiscal Impact:

The changes to the Teton County Fairgrounds Facility Fees may result in increased revenue for the County. Making the changes first quarter will allow for these revenues to be considered in FY2018 budgeting.

Staff Impact:

Although possible to adopt the new rules and fees as a policy decision, opening them to a 45-day public comment and formal hearing instead will allow staff to effectively enforce rule violations. If the process is approved today, staff will coordinate the advertising and schedule the hearing to consider formal adoption. Additional staff impact will occur once any changes are adopted via the hearing. At that point, staff will be required to implement the new rules and fee structure, communicating the changes to users accordingly. The changes will create clarity and consistency that allows staff to more easily apply the rules.

Legal Review:

Gingery

Staff Input / Recommendation:



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Staff and the Fair Board recommend approval to proceed with the process of formalizing the proposed updated Heritage Arena rules and fees.

Attachments:

Heritage arena rules and fees

Suggested Motion:

I move to approve the Rules and Regulations for the Heritage Arena being advertised for a 45 day public comment period.



HERITAGE ARENA RULES

RESERVATIONS FOR WINTER USE OF THE HERITAGE ARENA WILL BEGIN AT 8:00am AUGUST 1st (WINTER MONTHS ARE OCTOBER –APRIL). WE WILL NOT ACCEPT ANY RESERVATIONS BEFORE 8:00AM). RESERVATIONS FOR SUMMER MONTHS WILL BEGIN AT 8:00AM FEBRUARY 1st. (SUMMER MONTHS ARE MAY-SEPTEMBER). FOR WINTER USE THREE PRIME TIME SLOTS PER WEEK WILL BE SET ASIDE FOR LIVE CATTLE USERS. TWO PRIME TIME SLOTS PER WEEK WILL BE SET ASIDE FOR AFTER SCHOOL COMMERCIAL LESSON USE. THE USER MUST SUBMIT A CREDIT CARD GUARANTEE FORM AND SIGN A LIABILITY WAIVER WHEN RESERVING.

- 4-H & HIGH SCHOOL RODEO MAY RESERVE DATES UP TO 12 MONTHS IN ADVANCE WITH A 4 HOUR PER WEEK MAXIMUM.
- CITIZEN MOUNTED UNIT MAY RESERVE DATES UP TO 12 MONTHS IN ADVANCE WITH A 20 HR PER WEEK MAXIMUM (APRIL – JUNE ONLY)
- JACKSON HOLE RODEO HAS A PRIVATE CONTRACT THROUGH THE TOWN OF JACKSON FOR USE OF THE FACILITY AND WILL BE BOUND BY THE TERMS OF THAT CONTRACT WITH REGARD TO SCHEDULING.
- USERS WILL ONLY BE ALLOWED ONE PRIME TIME PER WEEK (ALL PRIME TIMES ARE GIVEN OUT IN A TWO HOUR TIME SLOT) DURING THE BUSY WINTER MONTHS IN THE HERITAGE ARENA. (3PM—8PM MONDAY THROUGH FRIDAY ARE CONSIDERED PRIME TIMES).
- HOURLY RENTERS ARE ON A FIRST COME FIRST SERVE BASIS DURING OPEN TIME SLOTS.
- ALL RENTERS MAY BE ASKED TO RESCHEDULE IF A TETON COUNTY FAIR OR SPECIAL FAIR GROUNDS EVENT NEEDS TO BE SCHEDULED DURING THEIR TIME. EVENTS HAVE PRIORITY.
- THERE IS A 48 HOUR CANCELLATION POLICY. IF CANCELLATION OCCURS AFTER THAT TIME, HOURLY USERS WILL BE CHARGED AT \$25 AN HOUR. IN THE CASE OF INCLEMENT WEATHER OR TEMPERATURES BELOW 0 DEGREES FARENHEIGHT, THE USER WILL NOT BE CHARGED A CANCELLATION FEE.
- RESERVATIONS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE. SAME DAY RESERVATIONS ARE NOT ACCEPTED.
- HOURLY RENTERS HAVE EXCLUSIVE RIGHTS TO THE HERITAGE FACILITY DURING THEIR RENTED TIME. IT IS UP TO THE RENTER WHETHER OTHERS ARE ALLOWED IN THE BUILDING DURING THEIR RENTED TIME.
- HORSES MAY NOT BE LEFT UNATTENDED IN THE HERITAGE ARENA BUILDING. THIS INCLUDES NO OVERNIGHT BOARDING OF LIVESTOCK. ANIMAL ABUSE OF ANY KIND WILL NOT BE TOLERATED. IF YOU ARE OBSERVED OR REPORTED MISTREATING LIVESTOCK/CANINES, YOU MAY LOSE ARENA PRIVILEDGES INDEFINITELY AT FAIR MANAGERS DISCRETION.
- FAIRGROUNDS STAFF AND DESIGNATED CONTRACTORS RESERVE THE RIGHT TO ENTER THE FACILITY AT ANY TIME TO PROVIDE NECESSARY MAINTENANCE AND REPAIRS.
- NO DOGS ARE ALLOWED IN ARENA WITHOUT PRIOR APPROVAL.
- ALL MANURE FROM TRAILERS MUST BE PLACED IN THE DESIGNATED CONCRETE BARRIER. WHEEL BARRELS AND SHOVELS ARE ALSO AVAILABLE FOR YOUR CONVENIENCE.
- USERS MUST BE COURTEOUS AND CLEAN UP AFTER THEMSELVES AND THEIR HORSES BOTH INSIDE THE BARN AND OUTSIDE. THIS INCLUDES EMPYTING WHEEL BARRELS IN DESIGNATED CONCRETE BARRIER.
- LIVESTOCK USERS ARE REQUIRED TO CLEAN UP ROPING BOXES AND LEAD UP AFTER EACH NIGHT OF ROPING.
- BARRELS, POLES, ROPING, DUMMY ROPING DEVICES REQUIRE RESERVATIONS. THESE USAGES ARE EXCLUSIVE BY NATURE FOR THE SAFETY OF ALL USERS.
- NO PROPS ARE ALLOWED IN ARENA DURING ANY OPEN RIDING TIME OR UNSCHEDULED TIME, UNLESS THERE IS ONLY ONE USER IN THE ARENA OR ALL USERS ARE IN AGREEMENT. (BARRELS, POLES, CONES, JUMPS, LUNGE LINES, ETC.) USERS MUST RESERVE TIME TO USE THESE DEVICES.
- DO NOT ENTER THE ARENA WHEN IT IS RESERVED FOR USE, EVEN IF IT APPEARS TO BE EMPTY.
- THE USE OF "HOT HEELS" OR SIMILAR EQUIPMENT WILL BE CHARGED FOR A DRAG UNLESS USER RESERVES A TIME AT THE END OF THE DAY.
- TETON COUNTY EQUIPMENT CAN ONLY BE USED BY TETON COUNTY EMPLOYEES WHO ARE COVERED UNDER TETON COUNTY'S INSURANCE POLICY.
- IF RESERVED RIDING TIME GOES UNUSED FOR 3 CONSECUTIVE WEEKS, IT WILL BE GIVEN TO SOMEONE ELSE, UNLESS YOU MAKE PRIOR ARRANGEMENTS WITH FAIRGROUNDS MANAGEMENT.

THE ABOVE RULES ARE ESTABLISHED FOR YOUR SAFETY. YOU MAY LOSE YOUR RIDING PRIVILEGES IF RULES ARE NOT FOLLOWED. **ALL RENTALS ARE AT THE DISCRETION OF THE FAIRGROUNDS MANAGER.** PLEASE CALL 307-733-5289 WITH ANY QUESTIONS.

THANK YOU!



TETON COUNTY FAIR FACILITY FEES

– EFFECTIVE 7/1/17

STALLS: (9.5 x 9.5) (Long-term rentals ask for pricing. Stalls are reserved through the Fair Office by credit card upon reserving.)
NIGHT: Indoor-- \$ 20.00 (\$25 charge if not cleaned) DAY: \$ 10.00 (\$10 charge if not cleaned)
Outdoor-- \$ 20.00 (\$25 charge if not cleaned)
SHAVINGS: \$ 10.00/ bag

SHORT TERM STAGING & SPECIAL EVENT CAMPING:

Northeast Parking lot: \$ 150/day Semi Trailers: \$ 50.00/day Trailers/RV's: \$ 15.00/day
Electricity: \$20/day

**IF REQUEST IS FOR THE AREA WEST OF THE HERITAGE ARENA, TOWN OF JACKSON APPROVAL IS REQUIRED.
PLEASE CONTACT LARRY PARDEE, TOWN OF JACKSON PUBLIC WORKS DIRECTOR AT 733-3932 EXT. 1401**

FAIR BUILDING & KITCHEN: 350 West Snow King Ave: 3510 Square Footage

Standing Capacity - 643 Tables - 56 Chairs - 269 Lawn area - 145' x 215'

For Profit: \$ 550.00 Private Parties: \$ 325.00 Non-Profit: \$ 225.00 Kitchen: \$ 80.00 PER DAY

Security Deposit: \$ 250.00 – All user groups (except 4H and County Users)
Noise deposit: \$ 500.00 – Amplified Music requires Town of Jackson Noise Permit
Insurance: \$ 125.00 – If purchased through Teton Co. Fair
Free User Groups (4-H and High School Rodeo) maximum 4hrs. per week (CMU—MAX 20HRS/WK APRIL-JUNE)

**ADDITIONAL DAYS MAY BE ADDED FOR SET-UP OR CLEAN-UP – HALF PRICE (per half day)
ALL RENTERS MUST FOLLOW CLEAN-UP INSTRUCTIONS OR YOU WILL FORFEIT YOUR SECURITY DEPOSIT
ALL TRASH MUST BE ENCLOSED IN ONE DUMPSTER. EACH ADDITIONAL DUMPSTER WILL BE AN ADDITIONAL \$150 PER FILL.**

GRASSY ARENA:

NON-PROFIT GROUPS: \$ 5.00/hour; \$ 50/day SPINKLER LOCATES: \$32.00
FOR-PROFIT GROUPS: \$ 10.00/hour; \$ 100/day TURN OFF WATER: \$27.00
SECURITY DEPOSIT: \$250.00

OUTDOOR ARENA: 305 West Snow King Ave: Arena footage: 150' x 275'/Arena seating capacity: 2,400

FREE User Groups (4H and High School Rodeo) maximum 4hrs. Per week
Exclusive Commercial Use/Lessons: \$ 25.00/hour
Exclusive Private Use: \$ 10.00/hour
For-Profit User Groups: \$50.00/hour \$500/day *Plus \$1 Per Ticket or Entry*
In Addition to Rental Fees All User Groups: \$ 10.00/hour for lights
SECURITY DEPOSIT: \$500.00

HERITAGE ARENA USE: 305 West Snow King Ave: Square Footage - 48,000' (includes restrooms/foyer)

Light Tokens:	\$ 10.00/hour (may be purchased at Fair Office during business hours, Shervin's Ind. Oil and JH Feed and Pet Supply)
Individuals/User Groups/Non-Profit without stock:	\$ 25.00/hour - maximum \$ 350.00/day
Individuals/User Groups/Non-Profit with stock (must reserve time):	\$ 30.00/hour - maximum \$ 350.00/day
Individuals/User Groups/Non-Profit with Dummy roping devices: <i>(must reserve arena for 2 hour contiguous block and time to drag after use.)</i>	\$ 25.00/hour plus \$ 80.00/hour drag fee
Non-Exclusive Use not reserved:	No Charge
Non-Exclusive Commercial Use/Lessons; this allows others to use arena:	\$ 20.00/hour
Exclusive Commercial Use/Lessons:	\$ 40.00/hour
For Profit User Groups and Events – minimum Fee:	\$ 70.00/hour \$700/day <i>Plus \$1 Per Ticket or Entry</i>
Non-Agricultural Commercial Users:	\$ 1500.00/day
Free User Groups (4H and High School Rodeo) maximum 4hrs. Per week	\$ 10.00/hour for lights
Kitchen/Concessions Area (Foyer): <i>(must fill out Temporary Food Service Application.)</i>	\$ 50.00/hour
SECURITY DEPOSIT:	\$750.00

OTHER:

ARENA WILL BE GROOMED AND WATERED, AS NEEDED, PRIOR TO YOUR USE, BUT ANY ADDITIONAL TRACTOR/DRIVER TIMES WILL BE CHARGED \$80/HOUR (1 HR. MINIMUM) FOR DRAG FEE AND \$40/HOUR (1 HR. MINIMUM) FOR WATER FEE.

TETON COUNTY VEHICLES AND EQUIPMENT MAY ONLY BE USED BY THOSE COVERED UNDER THE TETON COUNTY INSURANCE.

IN **ADDITION** TO RENTAL COSTS-COMMERCIAL USERS MUST PAY FOR EXTRA TRASH REMOVAL, CLEANING AND MANURE HAULING EXPENSES.

COMMERCIAL USERS AND MOST USER GROUPS ARE REQUIRED TO HAVE PROOF OF INSURANCE FOR 1 MILLION INCLUDING CERTIFICATE OF INSURANCE NAMING TETON COUNTY AND TOWN OF JACKSON AS ADDITIONALLY INSURED.

ALL USER GROUPS ARE REQUIRED TO COMPLETE LIABILITY WAIVER AND CREDIT CARD DEPOSIT GUARANTEE.

EXCLUSIVE USE REQUIRES RESERVING THE ARENA. THERE ARE SOME USAGES WHICH HAVE TO BE EXCLUSIVE BY NATURE OF THE USE, BECAUSE NO ONE ELSE CAN SAFELY USE THE ARENA-BARRELS, POLES, ROPING, DUMMY ROPING DEVICES, JUMPS, ETC.

ANY RENTER WHO IS DELINQUENT TWO MONTHS WILL NOT BE ALLOWED TO RESERVE AND/OR RENT ANY FACILITIES UNTIL THEIR BILL IS PAID IN FULL, PLUS A FINANCE CHARGE OF 10% WILL BE ADDED.