

REQUEST FORM CHEYENNE COUNTY FAIRGROUNDS, COMMUNITY BUILDING & EQUIPMENT  
 (Must be 18 years of age or older to sign contract-driver's license required)

Organization/Business/Family/Etc \_\_\_\_\_  
 Requesting Use (please print)

Request use of:	COMMUNITY BLDG. and/or	_____	_____	_____	EQUIPMENT
	_____ Auditorium	_____	_____ Arena	_____	Amp. Box
	_____ Meeting Room	_____	_____ Track	_____	Microphone
	_____ Kitchen	_____	_____ Grandstands seating	_____	Stage (6")
	_____ Piano	_____	_____ Under Grandstands	_____	Stage ( 12")
	_____ Podium	_____	_____ North Concession	_____	Peg display boards
	_____ VCR/TV/DVD	_____	_____ South Concession	_____	Announcers Trailer
	_____ PA system	_____	_____ Cover area/tables	_____	Crow's Nest
	_____ East Covered	_____	_____ North Restrooms	_____	Poles/Barrels
	_____ area/tables	_____	_____ Merry Go Ground	_____	East Concession
	_____ Chairs	_____	_____ South Horse Stalls	_____	East Bathrooms
	_____ Tables 8'	_____	_____ Pavilion	_____	
	_____ Tables circle sec.	_____		_____	Other _____
				_____	Other _____
				_____	Other _____

Will facilities be used for activities with any type of cost? Admission, Donations, Items for Sale? Yes\_\_\_ NO\_\_\_

Describe usage - event etc. \_\_\_\_\_

Set up \_\_\_\_\_ Event \_\_\_\_\_ Cleanup \_\_\_\_\_  
 date/time \_\_\_\_\_ date/time \_\_\_\_\_ date/time \_\_\_\_\_

I have read all the policies on use of County facilities, equipment etc. and will inform the above named group &/or persons of their contents. I understand that any violation of any condition of the policies, or this agreement may result in no further use by this group/persons. I understand NO ALCOHOL and NO SMOKING are allowed in the Community Building. I understand that all or a part of the fees & deposit are forfeited if any violation occurs.

I hereby declare that I and/or the group/persons represented by me in this activity will not hold Cheyenne County, the Cheyenne County Fair Board or any individual or group of individuals associated with these entities responsible for any accident, injury, illness or loss of property associated with the activity for which request for the use of county facilities, equipment etc. is being made.

*Celebration events, dances and wedding parties must acquire special event's insurance and submit proof with contract. Group must notify the Sheriff's Department prior to any celebration, dance or wedding party at the fairgrounds. Sheriff's Department is not responsible for security.*

Signature of Sheriff's Department: \_\_\_\_\_

Printed Name of Sheriff's Department: \_\_\_\_\_

(groups agree to pay any damages in excess of deposit)  
 DEPOSIT \$500.00 FEE \$ \_\_\_\_\_  
 Dance & Wedding Party Deposit (Excluding youth groups) \$1000.00

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

I have received a copy of the policies &  please initial agreement

Approval for use \_\_\_\_\_

Approval for deposit refund \_\_\_\_\_

Not approved for deposit refund/why \_\_\_\_\_

**In the event that any violation(s) occurs and your deposit is forfeited, you may appeal to the Cheyenne County Board of Commissioners by calling (719) 767-5872 to request a hearing or send your appeal in writing to P.O. Box 567, Cheyenne Wells, Co 80810.**

Violations will be determined by walk-thru after event.

Violations: