

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	_____	_____	and/or	_____	EQUIPMENT
Keys	_____	Auditorium	_____	Arena	_____	Amp. Box
	_____	Meeting Room	_____	Track	_____	Microphone
	_____	Kitchen	_____	Grandstands seating	_____	Peg display boards
	_____	Piano	_____	Under Grandstands	_____	Crow's Nest
	_____	Podium	_____	North Concession	_____	Poles/Barrels
	_____	VCR/TV/DVD	_____	South Concession	_____	East Concession
	_____	PA system	_____	Cover area/tables	_____	East Bathrooms
	_____	East Covered area/tables	_____	North Restrooms	_____	_____ Other _____
	_____	Chairs	_____	Merry Go Round Pavilion	_____	_____ Other _____
	_____	Tables 8'	_____		_____	_____ Other _____
	_____	Tables circle sec.	_____		_____	

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: _____