

SECURITY DEPOSIT REQUIRED FOR ALL EVENTS

\$500.00

- **For Ice Arena use:** A walk-through with staff following event clean-up is required. **NO** tape or glue use on windows or plexi-glass is allowed. Any tape, etc. found on these areas will result in forfeiture of your damage deposit. An English speaking representative must be present for walk-through. **All deposits will be held until after a thorough inspection by staff**
- Any non-profit organizations that are eligible for exemptions from fee charges are still required to have insurance and deposits. All cleanup rules apply and must be carried out, failure to do proper cleanup can result in a fee charge or loss of use.
- All users are responsible for their own setup and cleanup. All trash (inside & out) is to be picked up and put in trash barrel and dumpsters. Pickup and sweep up all broken glass anywhere.
- Outdoor large-scale events will be required to provide their own dumpsters, extra Port-a-Potties, and controlled parking with attendants. A Certificate of Insurance naming Moffat County as an additional insured for the day must be supplied.
- All dances/concerts are **required** to provide security. A list of approved security firms is available from the Facility Coordinator.
- All surface preparation, snow plowing, and dirt work will be done by Parks Staff, unless other arrangements are made with Parks & Recreation Manager, and will be decided on a case by case basis.

If cleanup is not done satisfactorily, a fee of \$35.00 per hour per employee will be charged to the user for Parks and Recreation staff to cleanup.

In the event that law enforcement officers find it necessary to respond to your event for any unlawful behavior, your deposit will be forfeited for use of this facility.

FACILITIES

221 West Victory Way, Suite 130
Craig, CO 81625
(970) 824-5517
(970) 824-9191 fax