



MEETING OF THE  
PARKS & OPEN SPACE ADVISORY COMMITTEE  
BOULDER COUNTY, COLORADO  
AGENDA

Thursday, May 23, 2024, 6:30 p.m.  
Third Floor Hearing Room  
County Court House  
1325 Pearl Street, Boulder

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1. Call to Order
2. Roll Call
3. Approval of Last Month's Minutes
4. Presentations
  - 4.1 Sunny Belle Property Acquisition  
Staff Presenter: Tina Burghardt, Senior Land Officer  
  
**Action Requested: Recommendation to BOCC**
  - 4.2 Fairgrounds Policy Manual Update  
Staff Presenter: Joe LaFollette, Fairgrounds Manager  
  
**Action Requested: Recommendation to BOCC**
  - 4.3 Howell Ditch Reconstruction Project and the Prince Lake No. 1 Dam Rehabilitation Project  
Staff Presenters: Tim Zych, Project Manager and Obadiah Broughton, Project Coordinator/Planner  
  
**Action Requested: Information only**
  - 4.4 Boulder County Parks & Open Space Trails Program Overview  
Staff Presenters: Jarret Roberts, Recreation and Facilities Division Manager and Chris Trujillo, Trails Superintendent  
  
**Action Requested: Information only**
5. Public Comment Period for Items Not on Agenda
6. POSAC Members Comment Period for Items Not on Agenda
7. Director's Update
8. Adjournment



**MEETING OF THE PARKS & OPEN SPACE ADVISORY COMMITTEE**

**BOULDER COUNTY, COLORADO**

**Regular Meeting Minutes**

**April 25, 2024, 6:30 p.m.  
Third Floor Hearing Room  
County Court House  
1325 Pearl Street, Boulder**

Members Present: Janet George  
Tony Lewis  
Trace Baker  
Paula Fitzgerald  
Drew Adams  
Jackson Moller (arrived 6:34 p.m.)  
Kristine Johnson (arrived 6:43 p.m.)  
Derek Turner  
Carol Byerly

- 
1. **Call to Order**
  2. **Roll Call**
  3. **Approval of Last Month's Minutes**

**Moved by** Paula Fitzgerald

**Seconded by** Trace Baker

Derek Turner abstained.

**APPROVED**

**4. Presentations**

**4.1 Elk Tracks Acquisition**

Staff Presenter: Aaron Clark, Land Officer

**Action Requested: Recommendation to BOCC**

Public Comment: None

Q: The road in the satellite image, is there a physical barrier to prevent access?

Response: Off Hwy 72, most of the property line is fenced. There is a small gap to allow vehicles.

**Moved by** Carol Byerly

**Seconded by** Trace Baker

**APPROVED**

**4.2 Loveland Property Acquisition**

Staff Presenter: Aaron Clark, Land Officer

**Action Requested: Recommendation to BOCC**

Public Comment: None

Q: Is the road connected to USFS Trails?

Response: It is an old USFS road, but it trails off into nothing. We've seen hikers, but you couldn't get a vehicle up there.

**Moved by** Trace Baker

**Seconded by** Paula Fitzgerald

**APPROVED**

#### 4.3 Mariposa Passage Acquisition

Staff Presenter: Melissa Arnold, Land Officer

**Action Requested: Recommendation to BOCC**

Public Comment: None

Q: There were some written public comments concerning this acquisition. Can you address those?

Response: Our Forestry staff is planning to do data collection and outreach this summer, before starting forestry work. A Forestry Plan will be written and an interdisciplinary team will be formed to look at the project.

Q: There was another concern about illegal access.

Response: These are generally issues that get handled by staff after the acquisition, but our staff is very aware of the issues and plan to add signs and patrols of the area.

Q: It's not clear if there will be public access.

Response: The property itself won't be closed, so if someone can get there through legal means (such as walking through the Tucker open space property) they can access it. They won't be able to access the property via West 1st Street.

**Moved by** Jackson Moller

**Seconded by** Trace Baker

**APPROVED**

#### 4.4 Spruce Gulch Conservation Easement Acquisition

Staff Presenter: Melissa Arnold, Land Officer

**Action Requested: Recommendation to BOCC**

Public Comment: None

Q: Can you give us an idea of what portion of the annual budget for acquisitions this requires and what remains for the rest of the year?

Response: Our budget varies from year to year. This we have almost \$19 million, so this is \$7.3M of that.

Q: What is the timeline for the gift to CU?

Response: We are working with the university to synchronize our closings. It's not imperative that they close at the same time, but the CE does need to close first. Then the land would be conveyed to the university. We are targeting the end of July.

**Moved by** Janet George

**Seconded by** Kristine Johnson

**APPROVED**

4.5 Alexander Dawson-2024 United Power Easement Taking

Staff Presenter: Don Durso, Land Officer

**Action Requested: Recommendation to BOCC**

Public Comment: Janis Whisman spoke on behalf of a member of the public who owns property near Alexander Dawson. The landowner has concerns about a possible disturbance on her own property. Don Durso will speak to with United Power about these concerns.

Q: Is this primarily to provide an upgrade to Alexander Dawson?

Response: This is more of a systemwide upgrade.

Q: Does this work involve trying to bury lines to reduce fire risk?

Response: They have decided to keep the overhead line.

**Moved by** Paula Fitzgerald

**Seconded by** Janet George

**APPROVED**

4.6 US Highway 36 Wildlife Crossing Project

Staff Presenter: Susan Spaulding, Environmental Resources Specialist

**Action Requested: Information Only**

No Public Comment was given at the meeting.

Q: How does this align with the migration of animals? Are those locations appropriate for migrating herds?

Response: We know where they cross. Those locations are not necessarily correlated to open space; these are based on existing infrastructure or topography. We will look at existing data and listen to the experts on the best places for the crossings.

Q: Are you looking at different crossings for different species?

Response: We are considering small creatures, including aquatic and semiaquatic.

Q: Will a passing allow elk to come onto private property to potentially cause damage?

Response: The consultants will look at this. The elk are coming across anyway, so we will need to look at fencing and other methods to lessen the impact to private property.

Q: How will this integrate with the Bikeway Feasibility Study?

Response: We've been involved from the get-go with the Bikeway Feasibility Study and we'll coordinate with CPP moving forward.

Q: What is the timeframe?

Response: We plan to apply for federal funds by July or August. Those funds won't be available until 2027.

Q: How can POSAC help and support this effort?

Response: We'll need the public involved on all levels. We will keep communicating and perhaps implement outreach programs.

Q: I would think an underpass would be an easier sell to landowners in that area.

Response: We have considered the scenic impacts, but some species aren't served well with an underpass. Public outreach will be key.

4.7 US Highway 36/North Foothills Bikeway Feasibility Study

Staff Presenter: Alexandra Phillips, County Bike Planner

**Action Requested: Information Only**

Public Comment: None

Q: If a car hits a barrier, could the car be deflected back into car or bike traffic and cause an accident?

Response: That could be a concern. There are already guardrails in that area that could deflect if hit. CDOT doesn't want too many barriers. The more barriers and walls, the more infrastructure.

Q: Have you thought about outreach so cyclists will use this bikeway and use it safely?

Response: We meet regularly with cycling groups and some of them do want the 36 shoulder to stay open to bikes so that they can continue to ride as they do now.

Q: Will the bikeway be open to all classes of ebikes?

Response: Yes, it will be open to all ebikes.

Q: Will pedestrians be excluded?

Response: No, pedestrians will be allowed on the bikeway.

4.8 County-wide Housing Update

Staff Presenters: Susana Lopez-Baker, Housing and Human Services Deputy Director and Interim Executive Director Boulder County Housing Authority, and Bill Cole, Housing Partnership and Policy Manager

**Action Requested: Information Only**

Public Comment: None

Q: Is there any momentum toward building more mobile home communities? What are the barriers in building these new communities?

Response: Resident-owned units is the model where the county has the most control over costs. We see very high infrastructure costs in building mobile home parks. New units are running \$120,000-130,000. Once you add the cost of the

infrastructure and the pad, you're looking at \$150,000 per unit. Those would need to be heavily subsidized to make them affordable.

Q: I sense that there is an acute need for agricultural housing this year. Is there anything that can be done this year?

Response: I don't know that we have good answers to your question. The farmers gave us this dire prediction in February, which doesn't give us a lot of time to react. The Housing department didn't see a copy of the letter from POSAC that was sent to the Board of County Commissioners.

Q: What next steps do you foresee for our local farm workers?

Response: Working with Housing to open some of their properties to farm workers is the likely next step. I don't see us being able to build or renovate housing this year on any of our properties. We'll also speak more with our farmers to see if this is really the last year if a solution isn't found or is there more time to address this problem. Adrian Card with Extension has just released an Ag Housing survey. Hopefully there will be more data and business intelligence that comes from the survey that can inform the next steps.

POSAC asked for a study session to further discuss this issue.

**5. Public Comment Period for Items Not on Agenda**

None

**6. POSAC Members Comment Period for Items Not on Agenda**

Kristine Johnson: She commented that she has signed up to be a Weed Warrior with Boulder County Parks & Open Space. She thought the training was excellent and she encourages others to volunteer.

**7. Director's Update**

- POSAC was invited to attend the BCPOS All Staff Workday in May.
- POSAC Field Trips are being planned over the coming months and will be announced.
- LoBo Trail work is happening in the Niwot area.



- Work on the Coalton Trail is complete.
- The CEMEX Plant will be closed. Boulder County has the option to buy the property. The presentation should come to POSAC later this year.
- The annual Senior Fish-off at Walden Ponds is this Friday.
- The next Astronomy Night on Open Space is May 3 at Ron Stewart Preserve at Rabbit Mountain. [bouldercounty.gov/events/astronomy-night-sky-neighbors/](http://bouldercounty.gov/events/astronomy-night-sky-neighbors/)
- Youth Corps crew member positions are open.
- BCPOS Agriculture leasing criteria was rewritten this year to be more inclusive. Recently, Off Beet Farm was selected to lease the James Construction property, near Jay Rd. and Spine.

**8. Adjournment**

9:43 p.m.

This is only a summary of the meeting. The meeting video is viewable on the [POSAC webpage](#).



# Parks & Open Space

5201 St. Vrain Road • Longmont, CO 80503  
303-678-6200 • POSinfo@bouldercounty.org  
www.BoulderCountyOpenSpace.org

## PARKS & OPEN SPACE ADVISORY COMMITTEE MEETING

Time/Date of Meeting: 6:30 p.m., Thursday, May 23, 2024

**TO:** Parks & Open Space Advisory Committee  
**FROM:** Tina Burghardt, Senior Land Officer  
**AGENDA ITEM:** Sunny Belle Property Acquisition  
**ACTION REQUESTED:** Recommendation to the BOCC

*For much longer than Parks & Open Space’s history of stewarding open space, the land in this community has been important to diverse Indigenous communities that continue to live here. We are partnering with Indigenous people to make meaningful changes to how we do our work that include Indigenous people, incorporate their perspectives, and honor their land stewardship legacy. Parks & Open Space operates within modern legal constructs of land ownership to steward Boulder County open space and accomplish these efforts on behalf of our community.*

### Summary

Boulder County proposes to acquire fee title to 5.16 acres owned by Deloras and Larry Fifer, with any associated water rights, for \$25,000. The property has an address of 8111 Lefthand Canyon Drive, Boulder, Colorado and is located near the intersection of Lefthand Canyon Drive and County Road 83J (please see the maps at the end of this memo). Staff supports this acquisition.

### Background Information

The Sunny Belle property has been owned by the Fifer’s for over 50 years. The property is a forested, vacant parcel and is surrounded by the county’s Anderson-Butzel Hill open space property.

### Deal Terms

This transaction will be paid for with open space sales and use taxes, which Boulder County can only use for open space purposes.

### Acquisition Summary

Acres	Water Rights	# Building Rights County Will Acquire	Price per Acre	Water Right Value	Total Purchase Price
5.16	N/A	0	\$5000/acre	N/A	\$25,000

### *Mineral Rights*

Boulder County will acquire the mineral rights with this property.

A Phase I environmental assessment will be completed, and if the results show any mining hazards on the property, staff will notify the State of Colorado's Division of Mining, Reclamation and Safety for formal closure of those hazards. Parks & Open Space will use the Phase I report to determine whether any portions of the property need to be closed to public use for public safety reasons.

### *Oil & Gas Leases*

The property is not subject to an oil and gas lease.

### **Boulder County Comprehensive Plan Designations**

The Boulder County Comprehensive Plan (Comp Plan) provides information about the area's agricultural, cultural, environmental, and other open space resources (including passive recreation, community buffers, and scenic viewsheds). Maps in the Comp Plan indicate the following designations of these resources on portions of the property: Lefthand Canyon High Biodiversity Area – B3 rating.

### **Potential Uses**

Like all properties acquired for open space, the property will be managed for an open space use. Currently, the property is used for private recreation. The property will be open to public use unless Parks & Open Space later determines other closures or other open space uses are appropriate. The process to determine specific future open space uses (including public access via trails or other passive recreation versus closures that protect a property's open space resources) is an involved planning process that can only be done after acquisition. Parks & Open Space staff need ample time after acquisition to evaluate the property, and no evaluations about other potential future uses have been made at this time.

### **Staff Recommendation**

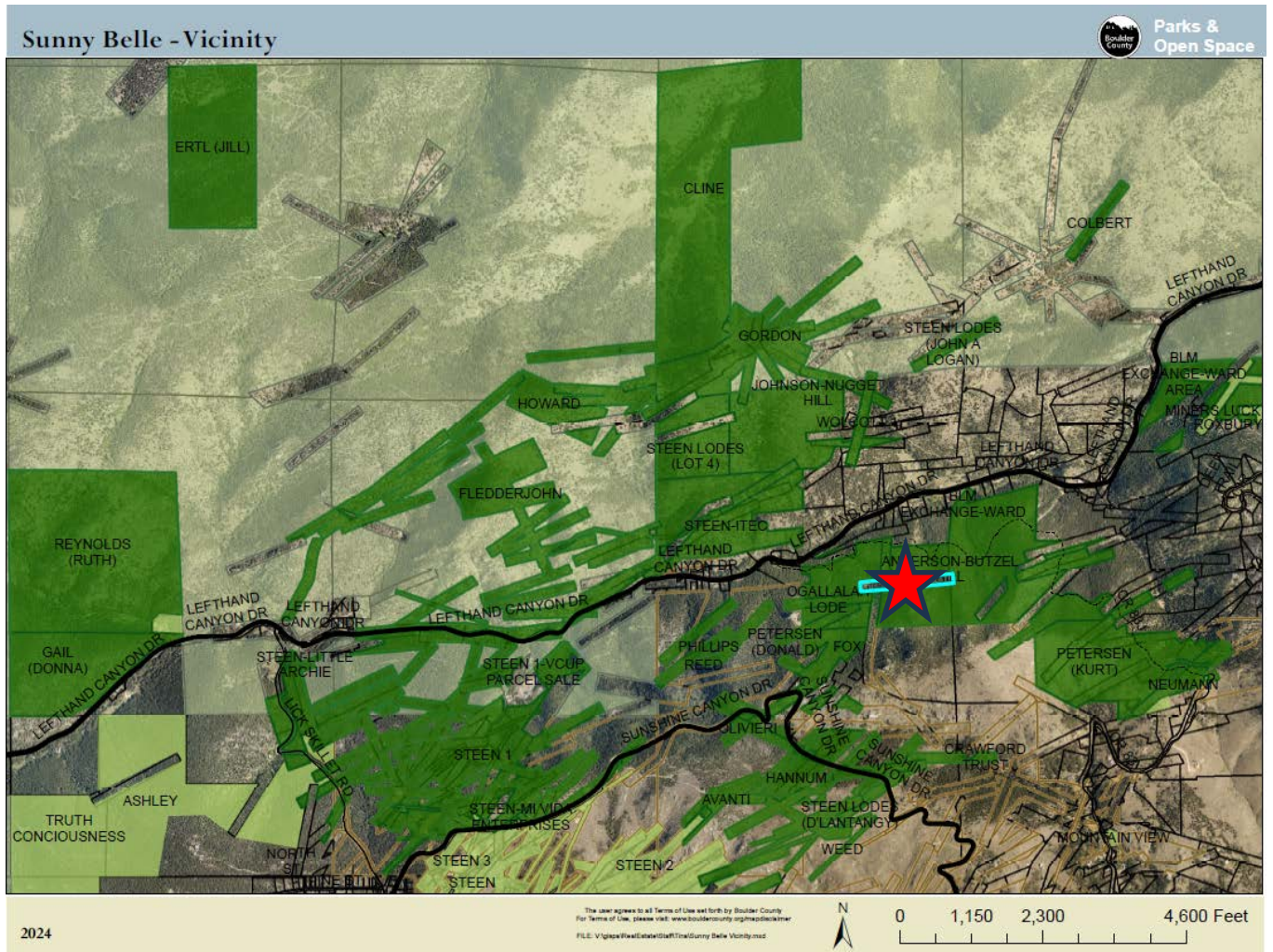
Staff recommends approval of the acquisition of the Sunny Belle property for \$25,000. The acquisition would eliminate a private inholding in county owned open space.

### **POSAC Action Requested**

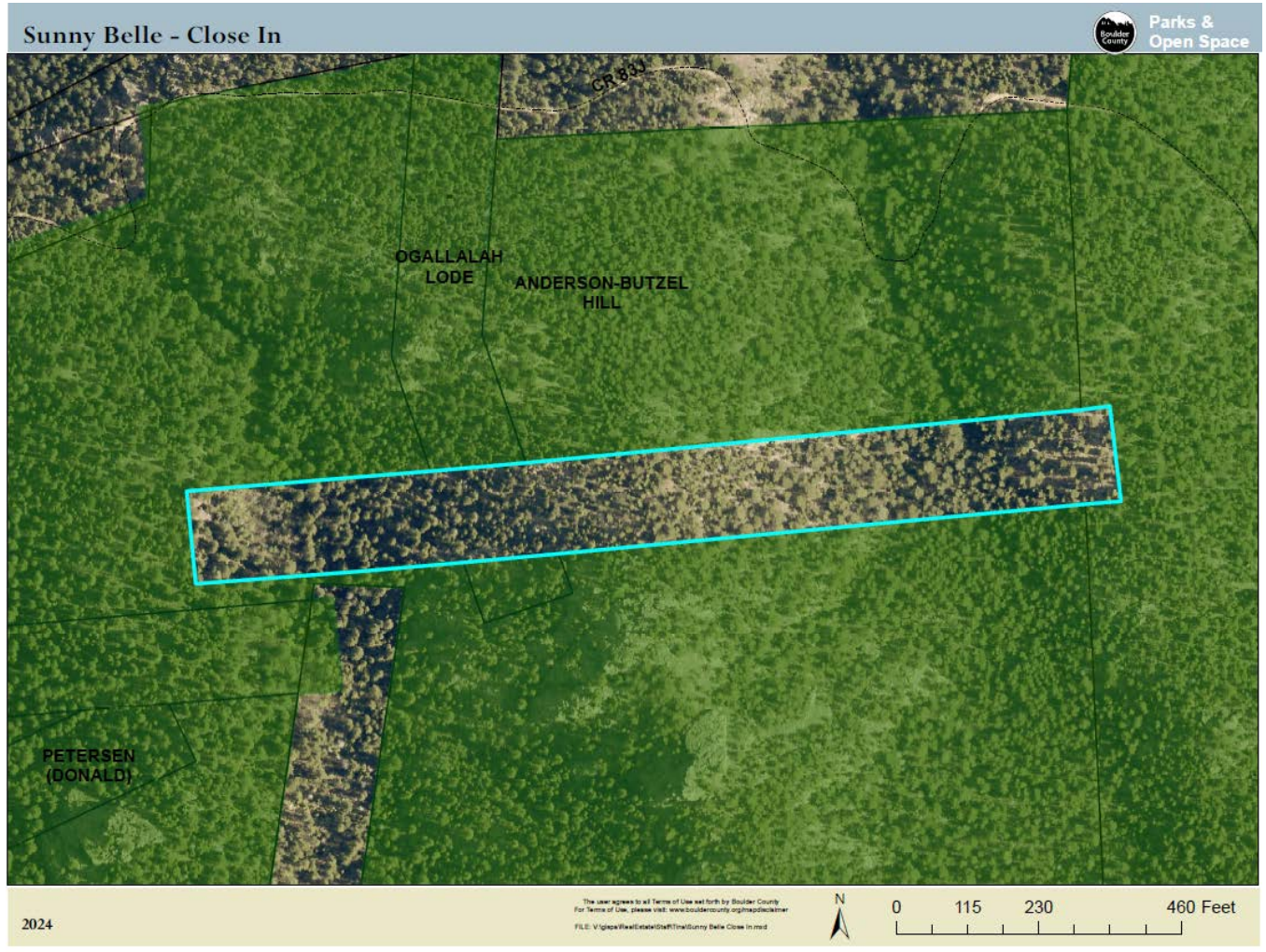
Recommendation to the Boulder County Commissioners for approval of the project as described above and as further described by staff at the POSAC meeting.

(see next pages for maps)

# Vicinity Map



# Close-Up Map





# Parks & Open Space

5201 St. Vrain Road • Longmont, CO 80503  
303-678-6200 • POSinfo@bouldercounty.gov  
www.BoulderCountyOpenSpace.org

## **PARKS & OPEN SPACE ADVISORY COMMITTEE MEETING**

Time/Date of Meeting: 6:30 p.m., Thursday, May 23, 2024

Location: Boulder County Courthouse  
1325 Pearl Street, Third Floor, Boulder

<b>TO:</b>	Parks & Open Space Advisory Committee
<b>FROM/PRESENTER:</b>	Joe La Follette
<b>AGENDA ITEM:</b>	<b>Fairgrounds Manual Update</b>
<b>ACTION REQUESTED:</b>	<b>Recommend to BOCC</b>

The Fairgrounds Manual updates and a brief Fairgrounds update. Per policy, all major changes to the Fairgrounds Policy Manual are passed through POSAC for informational purposes. The highlights to these changes are:

- Fee structure and fee increases
- Cancellation of Public Sessions
- No armed security

Fairgrounds Staff will hold a “Users Meeting” to discuss the updates and The BOCC will hold a public hearing.

### **POSAC Action Requested**

Recommendation to the Boulder County Commissioners for approval of the Updated Fairgrounds Manual as described above and as further described by staff at the POSAC meeting.

# BOULDER COUNTY FAIRGROUNDS POLICY MANUAL



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## **SECTION I: INTRODUCTION**

The Boulder County Fairgrounds was developed in its present location in the late 1970s and is an important community gathering place, serving the public with a multitude of year-round rural and urban uses. Its facilities offer a connection to the rural character of Boulder County by supporting a variety of livestock and dog shows, equestrian related activities, 4-H programs, Farmers Markets, and the annual Boulder County Fair. In addition, the Fairgrounds offer facilities for picnicking, camping, meeting spaces, and a variety of events and shows.

## **SECTION II: MISSION STATEMENT**

The Boulder County Fairgrounds provides a multi-use public facility for arts, agriculture, equestrian activities, education, entertainment, and recreation in a fiscally sound and environmentally conscientious manner for the benefit of the community while providing economic stimulation and preserving the heritage and future of the county.

## **SECTION III: POLICY STATEMENT**

1. The Boulder County Fairgrounds operates under the management of the Boulder County Parks & Open Space department and direction of the Board of County Commissioners.
2. Major proposed policy changes are reviewed by the Parks & Open Space Advisory Committee and are approved by the Board of County Commissioners.
3. Use of any facility at the Fairgrounds and property requires a Lease Agreement between the Tenant and Boulder County. Commercial activity is prohibited on any Parks & Open Space property without a lease. At the discretion of the Director of the Parks & Open Space department, the facilities may be closed and not available for rent. The Fairgrounds and its facilities are closed, and not available to lease, on county holidays or other days as determined by the Director of the Parks & Open Space department.
4. Boulder County charges fees for use of Fairgrounds facilities and property. Fees have been established by the Board of County Commissioners after a public hearing.
5. Tenants must be aware of, and abide by, all policies, rules, and regulations regarding use of the Fairgrounds, including the Rules and Regulations for Boulder County Parks & Open Space Areas, as adopted and amended by the Board of County Commissioners, a copy of which may be obtained from the Parks & Open Space department, the Fairgrounds Office, or on Boulder County's website.
6. Tenants are responsible for damages (above and beyond normal wear and tear) that occur during the term of their lease.
7. Boulder County reserves the right to refuse to lease to anyone for any reason within its reasonable discretion and/or cancel any lease or service to anyone for non-compliance of any rules or regulations of Boulder County.
8. Boulder County will not lease any portion of the Fairgrounds to any person or entity that intends to use exotic animals as a part of its lease, or any use of any persons or animals in a manner that Boulder County believes to constitute exploitation or abuse. For the purposes of this policy, an "exotic animal" shall be interpreted to mean any living non-domesticated animal species that is not being raised for agricultural purposes. This policy shall not apply to exhibits that Boulder County deems to be educational.
9. Boulder County will not lease any portion of the Fairgrounds to any person or entity for gun shows because they would violate Boulder County ordinances.

10. Parks & Open Space staff will allow tenants conducting “historical events” (as defined below) preferential booking for those events and will offer protection to such tenants from new events that conflict with historical events.
11. Vehicles parked in unauthorized locations at the Fairgrounds will be towed at owner’s expense.
12. Tenants may place advertising/signage on designated banner areas only. No other signage is allowed unless authorized by the Fairgrounds Manager.
13. The Fairgrounds may be needed for emergency response during an emergency. In such an emergency, events being held or to be held at the Fairgrounds may be canceled. Under such circumstances, rental deposits shall be returned with no other compensation due to event managers or their entities and with no additional liability to the county.
14. The Fairgrounds is a limited public forum and, as such, protest is allowed on the grounds subject to reasonable time, place, and manner restrictions established in the Boulder County Personnel and Policy Manual.

#### **SECTION IV: SCHEDULING PROCEDURES**

1. Contact the Fairgrounds Scheduling Coordinator for date and facility availability.
2. All events are subject to review from the following Boulder County departments and agencies: Boulder County Parks & Open Space department, Boulder County Risk Management, the Boulder County Sheriff’s Office, Boulder County Public Health, and Mountain View Fire Protection District.
3. A written Lease Agreement shall be entered into between the tenant and Boulder County for lease of any Fairgrounds facility.
4. The signed/completed Lease Agreement and proper insurance certificate (see below for insurance requirements) are due from the tenant at least sixty (60) days before the event.
5. The rent and security/damage deposit are due sixty (60) days before the event. The deposit will be held until after the event. If there are no damages, unpaid charges, or policy/contractual infractions, the deposit will be returned to the tenant.
6. A pre and post event facility walk-through with Fairgrounds Staff must be completed by the tenant or waived by the Event Manager (or designee) prior to and after the event.
7. Setup/takedown fees will be charged when the rented facility is used before or after the actual day(s) of the event and when the use is for the sole purpose of setting up or removing equipment. Setup is limited to one day, and takedown is limited to one day. Additional day(s) for setup and takedown may be available; however, the Tenant may be charged the full rental fee for the additional time unless otherwise approved in writing. Tenant is responsible for his or her own setup/takedown. Full stall rental fees will be charged when livestock are placed in stalls, barns, and/or holding pens.
8. Food concessionaires are required to also obtain or hold a current Colorado Retail Food Establishment License. A Retail Food License can be acquired from Boulder County Public Health. A complete Boulder County Health department Special Event Packet may also be required. Food concessionaires using facility kitchens must complete a Lease Agreement with the county and pay the appropriate rental fee.
9. Additional fees for equipment, setup, etc., will be billed after the event. Payment is due within thirty (30) days of the billing date.

## **SECTION V: ALCOHOLIC BEVERAGES**

1. Only qualified nonprofit organizations with a Special Events Permit may serve/sell alcoholic beverages. Application for a Special Events Permit through the Board of County Commissioners must be made at least 90 days before the event. A public hearing will be held to approve/disapprove the permit.
2. Liquor liability insurance will be required to serve/sell alcoholic beverages.
3. Vendors who are authorized under the Lease Agreement between Boulder County and the Boulder County Farmers' Market will be allowed to serve samples, at no charge to the public, without a Special Events Permit. Boulder County Farmers' Market vendors must obtain a "Limited Winery Tasting Location Vinous Liquor" license from the State of Colorado and meet all county insurance requirements, as specified in the Lease Agreement between Boulder County and Boulder County Farmers' Market.

## **SECTION VI: HISTORICAL DATES**

1. An organization that has held the same event on the same date for two consecutive years is recognized as having an "historical date." These dates will be reserved each year for these tenants until the tenant elects not to renew its lease for the historical date. Event Lease Agreements for historical events will require payment of the total fee for the event if the event is canceled later than six months prior to the scheduled event. All Historical dates are subject to review and may be canceled at the discretion of the Fairgrounds Manager.
2. No reservations for the fifth weekend of any month will be held for historical use. Reservations for fifth weekends will be granted on a first-come, first-served basis.

## **SECTION VII: CONFLICTING EVENTS**

1. An organization is eligible for protection from new events at the Fairgrounds that would compete directly with its event as set forth in this section.
2. "Conflict" means an event that is similar enough that it would compete with the existing event.
3. The Fairgrounds Manager will determine whether there is a conflict between a proposed event and a historical event.
4. The Fairgrounds Manager reserves the right to refuse or decline a booking if they determine there is a conflict with other events.
5. Event organizers may not change the nature of their event if doing so will generate a conflict.

## **SECTION VIII: COUNTY GOVERNMENT USAGE**

1. Boulder County departments may use the Fairgrounds facilities, if available, without charge.
2. All Boulder County departments are responsible for all setup, takedown, and cleanup for their events.
3. All Boulder County department use must be scheduled within the regular operation hours of the Fairgrounds staff schedules.

## **SECTION IX: INSURANCE REQUIREMENTS**

All tenants of lease at the Fairgrounds will be required to obtain as a condition of their lease:

1. Commercial general liability insurance policy with minimum limits as set forth by Boulder County for combined single limit for each occurrence.
2. Workers' compensation and employers' liability insurance which shall cover the obligations of the tenant in accordance with the provisions of the Workers' Compensation Act, as amended, of the State of Colorado, if applicable.
3. A certificate of insurance that shall indicate that policy will be in effect throughout the term of the lease.
4. The insurance policy shall name "County of Boulder, State of Colorado, a body corporate and politic," as additional named insured and evidence this on the certificate of insurance.
5. Any certificate of insurance shall show that the policy may not be canceled, terminated, changed, or modified without at least 30 days' written notice to Boulder County and any changes must be approved in writing by the County.
6. If applicable, compliance with the insurance requirements concerning the serving or sale of alcohol.

## **SECTION X: TENANT RESPONSIBILITIES**

### **A. EVENT MANAGER'S RESPONSIBILITIES**

For every lease, the event manager for the tenant shall:

1. Ensure that the signed Lease Agreement correctly reflects all information about the event.
2. Advertise the event, including directions to the Fairgrounds and a contact's phone number for more information.
3. Arrange and pay for costs incurred to have utility locates before digging or placing poles in any area of the Fairgrounds.
4. Admit vendors/exhibitors/spectators into facility.
5. If applicable, ensure that every participant in the event manager's event has signed the county's waiver of liability form.
6. Pay for all fees when exhibitors/spectators are camping on the Fairgrounds but are not registered guests at the campgrounds ("dry camping").
7. Coordinate and sign for all deliveries, pickups, etc.
8. Provide and supervise security.
9. Provide and supervise parking control, including informing vendors that leaving vehicles and storage units on the Fairgrounds prior to the Lease Agreement rental period is not permitted and that any such use of the Fairgrounds will result in ticketing and/or towing at the owner's and the event manager's expense.

10. Act as the representative from the event to communicate requests, concerns and/or problems with Fairgrounds staff members.
11. Adhere to all waste procedures and place all waste in designated waste receptacles and break down all boxes.
12. Stay at the facility until all spectators and exhibitors have left the premises.
13. Remove all decorations, personal belongings, and event-related materials, etc., from all facilities, including stalls, after the event.
14. Pay for damages to the facilities and/or any fees owed to the Fairgrounds by tenant's subcontractors, concessionaires, vendors, etc.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES WILL RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT AND/OR CANCELLATION OF ALL FUTURE EVENTS.**

**B. SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:**

1. Parking is not permitted in assigned fire lanes or where otherwise posted “No Parking.” Violators will be ticketed and/or towed at owner’s expense.
2. Camping is permitted only at the campground. Dry camping (“exhibitors/spectators camping outside the campground”) will only be allowed when prior approval is obtained from the Fairgrounds Manager. Tenants will be charged \$10 per day for dry camping. Dry campers are not entitled to use the restrooms/showers at the campground facility. All wastewater must be retained and disposed of properly. Dry campers must be self-contained and CANNOT access any electricity or water on the Fairgrounds.
3. Cleaning vehicles/livestock trailers out onto Fairgrounds property is prohibited.
4. All waste must be placed in proper receptacles. All boxes must be broken down.
5. Posting/placing promotional flyers/other materials on vehicles or facilities is prohibited.
6. Smoking is not permitted anywhere in county facilities or on county property.
7. Alcoholic beverages are not allowed at the Fairgrounds without a Special Events Permit and appropriate insurance coverage except for paid campers in the Campground who may possess alcoholic beverages for personal consumption at the Campground.
8. Mountain View Fire Protection District codes do not permit displays or booths to block fire lanes, exits, water fountains, restrooms, storage rooms, etc.
9. Flammable/combustible substances (including black powder) and heating devices (such as propane tanks) are not permitted in any facility. Fuel stoves (wood, corn, etc.) may be used for display purposes only.
10. Exhibit layouts are subject to approval by the Mountain View Fire Protection District.
11. Hypodermic needles, medical supplies, and/or veterinarian supplies must be disposed of in a safe manner.
12. Livestock/horses are not allowed in designated pedestrian areas, turf areas, or where otherwise posted “No Livestock.”
13. All animals must be leashed/penned/tied and under the control of the owner at all times. All animal refuse must be disposed of properly.
14. Skateboarding is not allowed.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT, AND/OR CANCELLATION OF ALL FUTURE EVENTS.**

## SECTION XI: FEE CATEGORIES

### YOUTH NONPROFIT

This fee category applies to any organization:

1. With 100% of its *membership* youth (18 years of age or younger), and
2. That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
3. Is registered with the Colorado Secretary of State's office as a nonprofit organization, and
4. That provides proof of its nonprofit status to the Fairgrounds Scheduling Office annually, or
5. That is a 4-H club registered through the Boulder County Extension Office.

### NONPROFIT

This fee category applies to any organization:

1. That sponsors educational, civic, athletic, or public service events on that are consistent with its nonprofit purpose, and
2. Is registered with the Colorado Secretary of State's office as a nonprofit organization, and
3. That provides proof of its nonprofit status to the Fairgrounds Scheduling Office annually.

### STANDARD/COMMERCIAL

This fee category applies to any individual, organization, or business not covered by either of the two above fee categories.

## SECTION XII: FEE SCHEDULE

**NOTE:** The fees stated below are prices per day unless otherwise specified. A day is defined as Fairgrounds operation hours of **7:30 a.m. to 10:30 p.m.** A day will not be divided into hours unless an hourly fee is quoted in this fee schedule; nor will any facility be divided into sections of quarters or halves to lower the daily rental fee.

Rental of facilities Monday through Thursday will be discounted 50% off the fee stated below. Campground facility is exempt from weekday discount.

<b>FACILITY</b>	<b>YOUTH NONPROFIT</b>		<b>NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>BARN A</b>	\$85.00		\$250.00	\$500.00
<b>W/PENS</b>	\$85.00		\$300.00	\$600.00
<b>BARN B</b>	\$55.00		\$250.00	\$500.00
<b>BARN C</b>	\$55.00		\$275.00	\$450.00
<b>W/IA RENTAL</b>	\$30.00		\$ 75.00	\$125.00
<b>EXHIBIT BUILDING</b>	\$150.00		\$600.00	\$1250.00
<b>EB KITCHEN</b>	\$75.00		\$125.00	\$150.00
<b>OUTDOOR EXHIBIT AREA</b>	\$30.00/ DURATION		\$100.00/ DURATION	\$125.00/ DURATION
<b>INDOOR ARENA</b>	\$ 75.00		\$300.00	\$600.00.00
<b>HEAT</b>	\$125.00		\$125.00	\$125.00
<b>IA KITCHEN</b>	\$40.00		\$75.00	\$100.00
<b>OUTDOOR ARENA</b>	\$50.00		\$300.00	\$600.00
<b>OA KITCHEN</b>	\$50.00		\$75.00	\$100.00
<b>*PICNIC SHELTER</b>	\$75.00		\$125.00	\$400.00
<b>NORTH PARKING LOT</b>	\$100.00		\$500.00	\$1000.00
<b>SOUTH PARKING LOT</b>	\$100.00		\$500.00	\$1000.00
<b>FAIRGROUNDS PARKING LOT</b>	\$50.00		\$200.00	\$300.00
<b>MEETING ROOMS</b>	\$10.00/HOUR  \$50.00/MAX		\$20.00/HOUR  \$80.00/MAX	\$25.00/HOUR  \$100.00/MAX



<b>EQUIPMENT &amp; SERVICES</b>	<b>YOUTH NONPROFIT</b>		<b>ADULT NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>LABOR</b>	\$30.00/HOUR		\$30.00/HOUR	\$30.00/HOUR
<b>OVERTIME LABOR</b>	\$50.00/HOUR		\$50.00/HOUR	\$50.00/HOUR
<b>CONCESSION SPACE</b>	\$50.00/EACH PER DAY		\$50.00/EACH PER DAY	\$50.00/EACH PER DAY
<b>CHAIRS</b>	\$0.50/EACH		\$0.50/EACH	\$0.50/EACH
<b>TABLES</b>	\$5.00/EACH		\$5.00/EACH	\$5.00/EACH
<b>BLEACHERS</b>	\$20.00/EACH		\$20.00/EACH	\$20.00/EACH
<b>REPLACE KEYS</b>	\$100.00/SET		\$100.00/SET	\$100.00/SET
<b>REPLACEMENT MICROPHONE</b>	\$400.00/EACH		\$400.00/EACH	\$400.00/EACH
<b>**STALLS/PENS</b>	\$10.00/NIGHT YOUTH MUST CLEAN		\$15.00/NIGHT + \$10.00 ONE-TIME CLEANING FEE	\$20.00/NIGHT + \$10.00 ONE-TIME CLEANING FEE
<b>DAMAGES</b>	REPLACEMENT + LABOR		REPLACEMENT + LABOR	REPLACEMENT + LABOR

Setup and takedown days will be charged at a rate of 25% of the daily rental fee. Setup and takedown are limited to one day each; regular daily rental fees shall apply for setup/takedown exceeding one day each unless otherwise approved.

\*Additional portable toilets must be supplied, at the tenant's expense, for parties exceeding 100 people. Family picnics are subject to the Adult Nonprofit rate.

\*\*Stall cleaning fee will be waived if tenant cleans stalls to the center aisle.

## **BOULDER COUNTY CAMPGROUND RENTAL FEES**

Boulder County Campgrounds Facility is exempt from weekday discounts.

Camping sites are limited to six people per site.

	<b>YOUTH NONPROFIT</b>		<b>ADULT NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>CAMPING FEE</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>DUMP STATION NON-GUESTS</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>DRY CAMPING STAFF APROVED ONLY</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>

## **BARN A**

### **SIZE**

Overall: 80' x 325'

Enclosed: Foyer area is 60' x 24' and Main Room is 74' x 78'

**SEATING CAPACITY** (Enclosed Portion): 350

### **AVAILABLE FOR RENTAL**

Enclosed: 110-volt electricity, heat, lights, restrooms, and PA system.

Outside: 177 pens (6'x6'), 1 show ring, 9 show pens, 12 wash pens, 110-volt electricity, lights, portable PA system (if available, upon request).

### **RULES**

1. Public parking is available in the northeast Midway Parking Lot and east of Barn A. Handicapped parking is available north of Barn A.
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens/cages must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available.
4. Aisles must be kept open at all times.

## **BARN B**

### **SIZE**

Overall: 80' x 250'

### **INCLUDED IN RENTAL FEE**

278 pens (6' x 6'), 1 show ring, 7 show pens, 12 wash pens, 110-volt electricity, lights, PA system (when available)

### **RULES**

1. Public parking is available in the lot east of Barn B (East Lot) or in the South Lot. Limited handicapped parking is available in the East Lot.
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available.
4. Aisles must be kept open at all times.

## **BARNS C, D, E, AND POLE BARN**

### **SIZE**

BARN C:	80' x 250' (open barn)
BARN D:	35 stalls, each 10' x 10'
BARN E:	87 stalls, each 10' x 10'
POLE BARN:	48 stalls, each 10' x 10'

### **INCLUDED IN RENTAL FEE**

BARN C:	Lights, electricity, water, and wash racks.
BARN D:	Lights, electricity, water, wash racks, individual locks on each stall.
BARN E:	Lights, electricity, water, wash racks, individual locks on each stall.
POLE BARN:	Lights electricity, water, individual locks on each stall.

### **RULES**

1. Tenant must sign the County's liability release form prior to using the horse stalls.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Tenant must provide a stall manager whose responsibilities shall include, but not be limited to, regulating stall use and collecting stall fees.
4. Stalls doors must not be removed or altered.
5. Stall managers shall ensure that all stalls in a barn are filled before using stalls in another barn.
6. Livestock trailers should be parked in the grassy area south of the campgrounds.
7. Tenant must provide bedding material, feed, equipment, etc.
8. Tenants are encouraged to clean all stalls used during their event. Bedding is to be removed thoroughly from each stall and placed in the center aisle of the barn. The county will provide rakes and wheelbarrows when available. Additional fees will be charged to the tenant if the county must clean their stalls.
9. Aisles must be kept open at all times during the event.

## **CAMPGROUND FACILITIES**

### **SIZE:**

71 sites total, all with access to electric (30-50 amps)

27 sites with 30 amp electric, no water.

8 sites with 50 amp electric and water with pull through extended length.

36 sites with 30-50 amp electric and water.

### **INCLUDED IN RENTAL FEE**

RV restroom/shower facilities (open March through October) and use of dump station.

### **RULES**

1. The campground is open year-round.
2. This campground is a recreational facility for Fairgrounds tenants and visitors. Guests are limited to a maximum stay of 14 days within a given calendar year. Under extenuating circumstances, extensions may be granted by the Fairgrounds Manager.
3. Restroom/shower facilities are secured for registered/paid guests only. For the safety and consideration of all guests at the campgrounds, the combination to the restroom/shower facilities should be kept confidential.
4. Payment is required at time of check in. Guests must pay for camping spaces according to the fee schedule. No refunds will be issued; campground guests should plan their stays carefully.
5. Checkout time is 10:00 a.m. Campers may be charged for another day if checkout is not completed by 10:00 a.m.
6. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily.
7. No one under the age of 18 will be allowed to rent a space. Minors must be supervised by an adult at all times. Unattended minors will not be allowed to stay on the premises.
8. Pets must be on a leash and supervised at all times. Pet owners must clean up after their pets. No pets are allowed in the restroom/shower facilities. No bathing of pets in the campground.
9. Livestock/horses are not allowed in the campground at any time.
10. All waste must be put in proper receptacles located by the campground's office. Sites must be kept and left clean at all times. Grey and black water must be dumped at the dump station -- violators will be ticketed and/or fined.
11. Placing nails in trees and hanging items from trees is prohibited.
12. The county reserves the right to refuse and/or cancel service to anyone for non-compliance of any of the above rules or any regulations of Boulder County.
13. All RVs, campers and related vehicles must be legal. No modifications or major repairs shall be conducted while in the campground.
14. Campers may not be stored at the campground; someone must be staying in the camper/RV while on site.
15. Tent and vehicle camping is prohibited.

## EXHIBIT BUILDING

### SIZE

Overall: 200' x 200'  
Meeting Room: 24' x 28' (carpeted)  
Kitchen: 20' x 25'

### CAPACITY

Main Building: 2,000-3,000  
Meeting Room: 50

### AVAILABLE FOR RENTAL

Main Building: restrooms, vehicle entrance doors, heating/air conditioning, electricity, lighting, PA system, pull-down electrical outlet extensions, water stations, keys, exhibitor parking area, public parking area, and handicapped parking area.

Kitchen: (for limited food preparation only) 2 commercial refrigerators, commercial freezer, commercial sinks, hand sink, coffee maker, deep fat fryer, grill, four-burner stove, commercial ice machine, counter space, indoor and outdoor service windows.

### RULES

1. Exhibitor parking is available in the lot west of the building. Exhibitors are not allowed to arrive/setup before the date stated in the Lease Agreement.
2. Public parking is available in the lot north of the building.
3. Handicapped parking is provided along the fence on the north side of the Exhibit Building.
4. No loading, unloading, and/or parking is allowed on the east or south sides of the Exhibit Building. The kitchen concessionaire may load/unload supplies into the kitchen from the east side but must relocate vehicle(s) to the designated space(s) in the Midway Lot after unloading.
5. Exhibitor layout must conform to Fire Code approved by the Mountain View Fire Protection District. .
6. The county is not responsible for security during tenant's use.
7. Any vehicle left inside the building for purposes other than loading/unloading must have a fuel tank that is nearly empty, the fuel tank lid taped closed, the battery disconnected, and cardboard/carpet must be provided underneath each vehicle.
8. Driving vehicles into the Exhibit Building for purposes of loading/unloading is discouraged. If absolutely necessary, said driving should be kept to a minimum and all vehicles must leave the Exhibit Building immediately after loading/unloading.
9. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following event. Grease must be removed/disposed of properly. No food is to be left in the kitchen after the end of the event.
10. If the meeting room is used, all areas must be left in a clean and orderly manner. Tables and chairs may not be removed from the meeting room.

## **INDOOR ARENA**

### **SIZE**

Overall:	150' x 250'
Arena:	90' x 188'
Warm-up Arena:	150' x 60'
Kitchen:	25' x 12'
Office:	25' x 12'

### **SEATING CAPACITY**

Permanent Bleachers: 1,300

### **AVAILABLE FOR RENTAL**

Arena: dirt floor, arena watered/worked daily, warm-up arena, wash racks, walk-through/ride-through gates, calf holding pens, calf chute, calf return, announcer's platform, office, electrical outlets every 10', lights, PA system, permanent bleachers, restrooms, water station, keys.

Concession Stand: (kitchen is for limited food preparation only -- there is no hood system in this kitchen) refrigerator, commercial sink, hand sink, counter space, 220 electrical outlet, indoor and outdoor service windows.

### **RULES**

1. There is to be no excavation of the arena surface.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Facility shall not be modified by tenant, including rails, unless authorized and overseen by Fairgrounds staff.
4. Loading/unloading livestock must be conducted east of the Indoor Arena. After unloading, livestock trailers can park in the grassy area south of the campgrounds. Vehicles are allowed inside the arena to load/unload only and must be removed immediately after.
5. Livestock must be kept at least 25' away from the concession stand.
6. Livestock are not allowed in front of, alongside of, or behind bleachers, restrooms, concession stand, office, or exits.
7. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. Frying food is prohibited in the kitchen. No food is to be left in the kitchen after the end of the event.
8. Use of Indoor Arena and warm-up arena is limited to contracted dates and times only.
9. Aisles must be kept clear at all times. Due to limited space and safety considerations, vendors are not permitted to block paths or exits inside the Indoor Arena building.
10. The warm-up arena may only be used with rental of the Indoor Arena.
11. Tenants will be charged to use Barn C.
12. Tenants are required to sign the county's General Release of Liability prior to use of the Indoor Arena.
13. Livestock are not allowed to stay overnight in the warm-up arena or the Indoor Arena without prior approval from Fairgrounds staff.



## **OUTDOOR ARENA**

### **SIZE**

Arena: 300' x 180'  
Kitchen: 20' x 40'

### **SEATING CAPACITY**

Permanent Bleachers: 5500

### **AVAILABLE FOR RENTAL**

Arena: dirt floor, arena watered/worked daily, loading ramp, warm-up arena, bucking chutes, holding pens, elevated announcer's booth, , stock tanks, 220 and 110 electrical outlets at announcer's booth, PA system, permanent bleachers, restrooms, keys.

Kitchen: Limited menu items are allowed to be prepared in this kitchen, sink, hand sink, refrigerator, counter space, 220 electrical outlet, and service windows.

### **RULES**

1. Public parking is available in the North Lot. Handicapped parking is available in the North Lot.
2. Loading and unloading of livestock must be conducted east of the Outdoor Arena. Livestock trailers should park in the grassy area south of the campground or in the eastern portion of the North Lot. Vehicles are allowed inside the arena to load and unload but must be removed immediately after.
3. Livestock are not allowed to stay overnight in the warm-up arena or the Outdoor Arena without prior approval from Fairgrounds staff. Holding pens at the Outdoor Arena should be used for this purpose.
4. Use of the Outdoor Arena and warm-up arena are limited to contracted dates and times only.
5. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. No food is to be left in the kitchen after the end of the event.. Frying food is not allowed in the kitchen.
6. Tenants are required to sign the county's General Release of Liability prior to use of the outdoor Arena.

## **PARKING LOTS**

### **MIDWAY**

#### **CAPACITY**

500 vehicles (estimate) 350 x 410

### **NORTH LOT**

#### **CAPACITY**

1,500 vehicles (estimate) West side 485 x 580 / East side 250 x 580

### **SOUTH LOT**

#### **CAPACITY**

1,000 vehicles (estimate) 418 x 560

## **PICNIC SHELTER AND PARK**

### **SIZE**

Grassy Area: 400' x 4000'

Shelter: 40' x 40'

### **INCLUDED IN RENTAL FEE**

Restrooms [2] (opened seasonally), block and steel grills [4], picnic tables [8] (seat approximately 8-10 people each), electricity (limited), lighting, volleyball net, and play area, horseshoe pits [2], waste receptacle, water (seasonal).

### **RULES**

1. No loitering is allowed.
2. Parking is available in the South Lot.
3. No vehicles are allowed within the confines of the Picnic Shelter without prior approval from Fairgrounds staff.
4. No horses/livestock are allowed within the confines of the Picnic Shelter.
5. Fires are allowed in grills only.
6. Amplified music is allowed only at reasonable levels and only during the hours of 10 a.m. and 10 p.m.
7. Tenant must provide charcoal and starter fluid.
8. Additional portable toilets must be provided, at tenant's expense, for events with 100 or more people attending.

## **PUBLIC PRACTICE ARENA**

### **CAPACITY**

10 horses

### **RULES**

1. The public practice arena is open for public use at no charge seven days a week from sunrise to sunset; however, Fairgrounds management reserves the right to prohibit use of the arena if such use interferes with the operation of other events.
2. Use of the practice arena is on a first-come, first-served basis.
3. The practice arena cannot be reserved.
4. Use of the practice arena is limited to one hour per use.
5. Livestock cannot be left in the practice arena.
6. The public practice arena will be watered/worked as time allows.

# BOULDER COUNTY FAIRGROUNDS POLICY MANUAL



Revised April 2024~~Revised as of September 1, 2022~~

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## SECTION I: INTRODUCTION

~~The Boulder County Fairgrounds serves a multitude of year-round rural and urban uses—both casual and by reservation.~~

The Boulder County Fairgrounds was developed in its present location in the late 1970s and is an important community gathering place, servicing the public with a multitude of year-round rural and urban uses. Its facilities offer a connection to the rural character of Boulder County by supporting a variety of livestock and dog shows, equestrian related activities, 4-H programs, Farmers Markets, and the annual Boulder County Fair. In addition, the Fairgrounds offer facilities for picnicking, camping, meeting spaces, and a variety of events and shows.

## SECTION II: MISSION STATEMENT

The Boulder County Fairgrounds provides a multi-use public facility for arts, agriculture, equestrian activities, education, entertainment, and recreation in a fiscally sound and environmentally conscientious manner for the benefit of the community while providing economic stimulation and preserving the heritage and future of the county.

## SECTION III: POLICY STATEMENT

1. The Boulder County Fairgrounds operates under the management of the Boulder County Parks & Open Space department and direction of the Board of County Commissioners.
2. Major proposed policy changes are reviewed by the Parks & Open Space Advisory Committee and are approved by the Board of County Commissioners.
3. Use of any facility at the Fairgrounds and property requires a Lease Agreement between the Tenant and Boulder County. ~~No commercial activity is permitted~~Commercial activity is prohibited on any Parks & Open Space property without ~~written permission from the Director of the Parks & Open Space Department~~a lease. At the discretion of the Director of the Parks & Open Space department, the facilities may be closed and not available for rent. ~~‡ The Fairgrounds and its facilities are closed, and not available to lease,~~ on county holidays or ~~any~~ other days ~~necessary~~as determined by the Director of the Parks & Open Space department.
4. Boulder County charges fees for use of Fairgrounds facilities and property. Fees ~~are~~have been established by the Board of County Commissioners after a public hearing. ~~Fee waivers may be granted in writing by the Board of County Commissioners after receipt of a written request.~~
5. Tenants must be aware of, and abide by, all policies, rules, and regulations regarding use of the Fairgrounds, including the “Rules and Regulations for Boulder County Parks & Open Space areas,” as adopted and amended by the Board of County Commissioners ~~and amended periodically~~, a copy of which may be obtained from the Parks & Open Space department, ~~or from~~ the Fairgrounds Office, or on Boulder County’s website.
6. Tenants are responsible for damages (above and beyond normal wear and tear) that occur during ~~the contracted period~~the term of their lease.
7. Boulder County reserves the right to refuse to lease to anyone for any reason within its reasonable discretion and/or cancel any lease or service to anyone for non-compliance of any rules or regulations of Boulder County.
8. Boulder County will not lease any portion of the Fairgrounds to any person or entity that intends to use exotic animals as a part of its lease, or any use of any persons or animals in a manner that Boulder County believes to constitute exploitation or abuse. For the purposes of this policy, an “exotic animal” shall be interpreted to mean any living non-domesticated animal species that is not being raised for agricultural purposes. This policy shall not apply to exhibits that Boulder County deems to be educational.

9. Boulder County will not lease any portion of the Fairgrounds to any person or entity for gun shows because they would violate Boulder County ordinances.
- ~~10. The Fairgrounds Scheduling Coordinator will advertise events open to the public on Fairgrounds' marquees as space allows (limit of one line, 21 spaces per line) and on the Fairgrounds website~~
10. Parks & Open Space staff will allow tenants conducting "historical events" (definition follows as defined below) preferential booking for those events and will offer protection to such tenants from new events that conflict with historical events ~~theirs.~~
- ~~13. Parks & Open Space staff will hold annual tenant meetings to solicit comments regarding the operation of the Fairgrounds~~
- ~~14. Mail will be accepted at the Fairgrounds only if addressed to Boulder County government.~~
11. Vehicles parked in unauthorized locations at the Fairgrounds ~~will~~ may be towed at owner's expense.
12. Tenants may place advertising/signage on designated banner areas only. No other signage is allowed unless authorized by the Fairgrounds Manager.
13. The Fairgrounds may be needed for emergency response during an emergency. In such an emergency, events being held or to be held at the Fairgrounds may be canceled. Under such circumstances, rental deposits shall be returned with no other compensation due to event managers or their entities and with no additional liability to the county.
14. The Fairgrounds is a limited public forum, and, as such, protest is allowed on the grounds subject to reasonable time, place, and manner restrictions established in the Boulder County Personnel and Policy Manual.

#### SECTION IV: SCHEDULING PROCEDURES

1. Contact the Fairgrounds Scheduling Coordinator for date and facility availability.
2. All events are subject to review from the following Boulder County departments and agencies: Boulder County Parks & Open Space department, Sheriff's Office, Boulder County Risk Management, the Boulder County Sheriff's Office, and Boulder County Public Health Department, as well as the and Mountain View Fire Protection District.
- ~~3. Tenant will pay a non-refundable deposit (25% of the total rental fee or \$100.00, whichever is greater) to hold the date and facility. The deposit will be listed on the lease agreement.~~
34. A written Lease Agreement shall be entered into between the tenant and Boulder County for lease of any Fairgrounds facility.
45. The signed/completed Lease Agreement and proper insurance certificate (see below for insurance requirements) are due from the tenant at least sixty (60) days before the event.
56. The rent and security/damage deposit (~~\$100.00 or 25% of the total rental fee, whichever is greater, or as specified in the Private Party Policy~~) are due thirty-sixty (60/30) days before the event. The deposit will be held until after the event. If there are no damages, unpaid charges, or policy/contractual infractions, the deposit will be returned to the tenant.
67. A pre and post event facility walk-through with Fairgrounds Staff must be completed by the tenant or waived by the Event Manager (or designee) prior to and after the event.
78. Setup/takedown fees will be charged when the rented facility is used before or after the actual day(s) of the event and when the use is for the sole purpose of setting up or removing equipment. Setup is limited to one day, and takedown is limited to one day. Additional day(s) for setup and takedown may be available; however, the Tenant



may be charged the full rental fee for the additional time unless otherwise approved in writing. Tenant is responsible for his or her own setup/takedown. Full stall rental fees will be charged when livestock are placed in stalls, barns, and/or holding pens. ~~Vendors are not allowed to arrive before the date stated in the Lease Agreement unless they are staying at the campgrounds.~~

**SECTION IV: SCHEDULING PROCEDURES (CONTINUED)**

89. Food concessionaires are required to also obtain or hold a current Colorado Retail Food Establishment License. A Retail Food License can be acquired from ~~the~~ Boulder County Public Health Department. A complete Boulder County Health department Special Event Packet may also be required. Food concessionaires using facility kitchens must complete a Lease Agreement with the county and pay the appropriate rental fee.
940. Additional fees for equipment, setup, etc., will be billed after the event. Payment is due within thirty (30) days of the billing date.

**SECTION V: ALCOHOLIC BEVERAGES**

+

1. Only qualified ~~adult~~-nonprofit organizations with a Special Events Permit may serve/sell alcoholic beverages. Application for a Special Events Permit through the Board of County Commissioners must be made at least 90 days before the event. A public hearing will be held to approve/disapprove the permit.
2. Liquor liability insurance will be required to serve/sell alcoholic beverages.
3. Vendors who are authorized under the Lease Agreement between Boulder County and the Boulder County Farmers' Market will be allowed to serve samples, at no charge to the public, without a Special Events Permit. Boulder County Farmers' Market vendors must obtain a "Limited Winery Tasting Location Vinous Liquor" license from the State of Colorado and meet all county insurance requirements, as specified in the Lease Agreement between Boulder County and Boulder County Farmers' Market.

**SECTION VI: HISTORICAL DATES**

1. An organization that has held the same event on the same date for two consecutive years is recognized as having an "historical date." These dates will be reserved each year for these tenants until the tenant elects not to renew its lease for the historical date. Event Lease Agreements for historical events will require payment of the total fee for the event if the event is canceled later than six months prior to the scheduled event. All Historical dates are subject to review and may be canceled at the discretion of the Fairgrounds Manager.
2. No reservations for the fifth weekend of any month will be held for historical use. Reservations for fifth weekends will be granted on a first-come, first-served basis.

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**SECTION VII: CONFLICTING EVENTS**

1. An organization is eligible for protection from new events at the Fairgrounds that would compete directly with its event as set forth in this section.
2. "Conflict" means an event that is similar enough that it would compete with the existing event.
3. The ~~Parks & Open Space Department~~Fairgrounds Manager will determine whether there is a conflict between a proposed event and a historical event.

4. The ~~Parks & Open Space Department~~Fairgrounds Manager reserves the right to refuse or decline a booking if they determine there is a conflict with other events.
5. Event organizers may not change the nature of their event ~~at any point~~ if doing so will generate a conflict.

#### **SECTION VIIIX: COUNTY GOVERNMENT USAGE**

1. Boulder County ~~government~~departments may ~~have~~ use ~~of the~~ Fairground facilities, if available, without charge.
2. All Boulder County ~~departments~~government tenants are responsible for all setup, takedown, and cleanup for their events.
3. All ~~government~~Boulder County ~~department~~use must be scheduled within the regular operation hours of the Fairgrounds staff schedules.

## SECTION IX: INSURANCE REQUIREMENTS

All tenants of lease at the Fairgrounds will be required to obtain as a condition of their lease:

1. Commercial general liability insurance policy with minimum limits as set forth by Boulder County for combined single limit for each occurrence.
2. Workers' compensation and employers' liability insurance which shall cover the obligations of the tenant in accordance with the provisions of the Workers' Compensation Act, as amended, of the State of Colorado, if applicable.
3. ~~Certificate~~ A certificate of insurance that shall indicate that policy will be in effect throughout the ~~contracted period.~~ term of the lease.
4. The insurance policy shall name "County of Boulder, State of Colorado, a body corporate and politic," as additional named insured and evidence this on the certificate of insurance.
5. ~~Certificate~~ Any certificate of insurance shall show that the policy may not be canceled, terminated, changed, or modified without at least 30 days' written notice to Boulder -County and any changes must be approved in writing by the County.
6. ~~See Section V for~~ If applicable, compliance with the insurance requirements concerning the serving or sale of alcohol.

~~7. The county's Risk Manager or County Attorney may waive in writing any or all insurance requirements.~~

## SECTION XI: PUBLIC SESSIONS

- ~~1. Public sessions are sponsored by Boulder County.~~
- ~~2. Public sessions are scheduled for indoor facilities if the facility has not been rented for other uses. Public sessions may be canceled should maintenance work necessitate closing facilities. An alternative site may be substituted, if available, in lieu of cancellation. The Parks & Open Space Department can adjust public sessions to meet demand.~~
- ~~3. Current public sessions are as follows:
  - ~~• Team Roping: Indoor Arena, Tuesdays, November-April.~~
  - ~~• Dog Training: various locations, Tuesdays/Wednesdays, year round.~~
  - ~~• Open Riding: Indoor Arena, Wednesdays, November-April.~~
  - ~~• Barrel Racing: Indoor Arena, Thursdays, January-March.~~~~
- ~~4. Public sessions may be canceled by the Director of the Parks & Open Space Department if there is a lack of demonstrated interest from the public. Public sessions are open to the public. Advance registration is not required. Public session participants must sign a waiver of liability for Boulder County.~~
- ~~5. Public session participants must pay a fee to use Fairgrounds facilities.~~
- ~~6. The Fairgrounds provides the facilities but does not provide special equipment or livestock necessary for~~

~~some public sessions. Individual(s) may be designated by Fairgrounds staff to provide equipment/livestock for participants. Individual(s) may charge participants a nominal fee to use their equipment/livestock.~~

## SECTION XH: TENANT RESPONSIBILITIES

### A. EVENT MANAGER'S RESPONSIBILITIES

For every lease, the event manager for the tenant shall:

1. Ensure that the signed Lease Agreement correctly reflects all information about the event.
2. Advertise the event, including directions to the Fairgrounds and a contact's phone number for more information.
3. Arrange and pay for costs incurred to have utility locates before digging or placing poles in any area of the Fairgrounds.
4. Admit vendors/exhibitors/spectators into facility.
5. ~~Ensure~~ If applicable, ensure that every participant in the event manager's event has signed the county's waiver of liability form.
6. Pay for all fees when exhibitors/spectators are camping on the Fairgrounds but are not registered guests at the campgrounds ("dry camping").
7. Coordinate and sign for all deliveries, pickups, etc.
8. Provide and supervise security.

~~Tenants wishing to have armed security at their events must obtain written permission from the Board of County Commissioners or the Director of Parks & Open Space at least 30 days before the event. At their discretion, the Board of County Commissioners or the Director of the Parks & Open Space Department may require sufficient armed security at an event. For all events with armed security, all armed security personnel must either: 1) hold a valid Armed Merchant Guard license issued by the City and County of Denver (or a similar license acceptable to the Director of the Parks & Open Space Department) and present such a license to the Fairgrounds Scheduling Coordinator 30 days prior to the event; or 2) be a Boulder County Sheriff's Department deputy. At their discretion, the Board of County Commissioners or the Director of the Parks & Open Space Department may require the armed security at an event be provided by Sheriff's Department deputies. In addition to the general liability insurance requirements listed above, events having armed security (unless Sheriff's Department deputies are used) are required to provide false arrest and illegal detainment liability as well as endorsements for assault and battery and errors and omissions and to show this coverage on the certificate of insurance presented to the county. If armed security will be provided by a subcontractor, the subcontractor must provide proof of licensure and insurance coverage to the Fairgrounds Scheduling Coordinator 30 days prior to the event. Certificates showing proof of this coverage shall show the "County of Boulder, State of Colorado, a body corporate and politic" as additional insured.~~

9. Provide and supervise parking control, including informing vendors that leaving vehicles and storage units on the Fairgrounds prior to the Lease Agreement rental period is not permitted and that any such use of the Fairgrounds will/may result in ticketing and/or towing at the owner's and the event manager's expense.

10. Act as the representative from the event to communicate requests, concerns and/or problems with Fairgrounds staff members.
11. Adhere to all ~~zero~~-waste procedures and place all waste in designated waste receptacles and break down all boxes. ~~(should refuse exceed dumpster capacity, tenant will pay for any and all additional waste service pickup(s)).~~
12. Stay at the facility until all spectators and exhibitors have left the premises.
13. Remove all decorations, personal belongings, and event-related materials, etc., from all facilities, including stalls, after the event.
14. Pay for damages to the facilities and/or any fees owed to the Fairgrounds by tenant's subcontractors, concessionaires, vendors, etc.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES WILL MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT AND/OR CANCELLATION OF ALL FUTURE EVENTS.**

**B. SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:**

1. Parking is not permitted in assigned fire lanes or where otherwise posted “No Parking.” Violators will be ticketed and/or towed at owner’s expense.
2. Camping is permitted only at the campgrounds. Dry camping (“exhibitors/spectators camping outside the campgrounds”) will only be allowed ~~when the campground is full or~~ when prior approval is obtained from the Fairgrounds Manager. Tenants will be charged \$10 per day for dry camping. Dry campers are not entitled to use the restrooms/showers at the campgrounds facility. All wastewater must be retained and disposed of properly. Dry campers must be self-contained and CANNOT access any electricity or water on the Fairgrounds.
3. Cleaning vehicles/livestock trailers out onto Fairgrounds property is prohibited.
4. All waste must be placed in proper receptacles. All boxes must be broken down. ~~If the refuse generated at the event exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).~~
5. Posting/placing promotional flyers/other materials on vehicles or facilities is prohibited.
6. Smoking is not permitted anywhere in county facilities or on county property.
7. Alcoholic beverages are not allowed at the Fairgrounds without a Special Events Permit and appropriate insurance coverage except for paid campers in the Campground who may possess alcoholic beverages for personal consumption at the Campground.
8. Mountain View Fire Protection District codes do not permit displays or booths to block fire lanes, exits, water fountains, restrooms, storage rooms, etc.
9. Flammable/combustible substances (including black powder) and heating devices (such as propane tanks) are not permitted in any facility. Fuel stoves (wood, corn, etc.) may be used for display purposes only.
10. Exhibit layouts are subject to approval by the Mountain View Fire Protection District.
11. Hypodermic needles, medical supplies, and/or veterinarian supplies must be disposed of in a safe manner.
12. Livestock/horses are not allowed in designated pedestrian areas, turf areas, or where otherwise posted “No Livestock.”
13. All animals must be leashed/penned/tied and under the control of the owner at all times. All animal refuse must be disposed of properly.
14. Skateboarding is not allowed.

**FAILURE TO COMPLY WITH RESPONSIBILITIES LISTED ABOVE AND RULES AND REGULATIONS OF BOULDER COUNTY AND OTHER APPLICABLE AGENCIES MAY RESULT IN TICKETING, FINES, EVENT CANCELLATION, LOSS OF ALL OR PORTION OF SECURITY DEPOSIT, AND/OR CANCELLATION OF ALL FUTURE EVENTS.**

**SECTION XIII: FEE CATEGORIES**

**~~BOULDER COUNTY~~ YOUTH NONPROFIT**

This fee category applies to any organization:

1. With 100% of its *membership* youth (18 years of age or younger), and
- ~~2. With a majority of its *membership* residing within Boulder County, and~~
- ~~3.~~ That sponsors educational, civic, athletic or public service events on a nonprofit basis, and
- ~~34.~~ ~~Registered-Is registered~~ with the Colorado Secretary of State’s office as a nonprofit organization, and
- ~~45.~~ That provides proof of its nonprofit status to the Fairgrounds Scheduling Office annually, or, or bylaws, and membership list to the Fairgrounds Scheduling Office annually or
- ~~56.~~ That is a 4-H club registered through the Boulder County Extension Office.

**~~ADULTNON-COUNTY~~ NONPROFIT**

This fee category applies to any organization:

- ~~1. With 79% or less of a group’s *membership* residing within Boulder County, and~~
- ~~12.~~ That sponsors educational, civic, athletic, or public service events on ~~a nonprofit basis~~ that are consistent with its nonprofit purposes, and
- ~~23.~~ ~~Registered-Is registered~~ with the Colorado Secretary of State’s office as a nonprofit organization, and
- ~~34.~~ That provides proof of its nonprofit status, ~~bylaws and membership list~~ to the Fairgrounds Scheduling Office annually.

**STANDARD/COMMERCIAL**

This fee category applies to any individual, organization, or business not covered by either of the two above fee categories, ~~including non-county, nonprofit groups.~~

**SECTION XIIV: FEE SCHEDULE**

**NOTE:** The fees stated below are prices per day unless otherwise specified. A day is defined as Fairgrounds operation hours of **7:30 a.m. to 10:30 p.m.** A day will not be divided into hours unless an hourly fee is quoted in this fee schedule; nor will any facility be divided into sections of quarters or halves to lower the daily rental fee.

Rental of facilities Monday through Thursday will be discounted 50% off the fee stated below. Campground facility is exempt from weekday discount.

<b>FACILITY</b>	<b>COUNTY YOUTH NONPROFIT</b>	<b>COUNTY ADULT NONPROFIT</b>	<b>ADULTNON- COUNTY NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>BARN A</b>	<del>\$8570.00</del>	<del>\$150.00</del>	<del>\$2500.00</del>	<del>\$5400.00</del>
<b>W/PENS</b>	<del>\$8570.00</del>	<del>\$205.00</del>	<del>\$300270.00</del>	<del>\$600555.00</del>
<b>BARN B</b>	<del>\$545.00</del>	<del>\$150.00</del>	<del>\$2500.00</del>	<del>\$5400.00</del>
<b>BARN C</b>	<del>\$545.00</del>	<del>\$175.00</del>	<del>\$27520.00</del>	<del>\$450375.00</del>
<b>W/IA RENTAL</b>	<del>\$3025.00</del>	<del>\$ 50.00</del>	<del>\$ 7560.00</del>	<del>\$12500.00</del>
<b>EXHIBIT BUILDING</b>	<del>\$1510.00</del>	<del>\$400.00</del>	<del>\$6500.00</del>	<del>\$1250000.00</del>
<b>EB KITCHEN</b>	<del>\$7560.00</del>	<del>\$75.00</del>	<del>\$12500.00</del>	<del>\$15025.00</del>
<b>OUTDOOR EXHIBIT AREA</b>	<del>\$3025.00/ DURATION</del>	<del>\$50.00/ DURATION</del>	<del>\$10075.00/ DURATION</del>	<del>\$12500.00/ DURATION</del>
<b>INDOOR ARENA</b>	<del>\$ 755.00</del>	<del>\$175.00</del>	<del>\$300220.00</del>	<del>\$6500.00.00</del>
<b>HEAT</b>	<del>\$12500.00</del>	<del>\$100.00</del>	<del>\$12500.00</del>	<del>\$12500.00</del>
<b>IA KITCHEN</b>	<del>\$4025.00</del>	<del>\$50.00</del>	<del>\$7560.00</del>	<del>\$10075.00</del>
<b>OUTDOOR ARENA</b>	<del>\$540.00</del>	<del>\$175.00</del>	<del>\$300220.00</del>	<del>\$600440.00</del>
<b>OA KITCHEN</b>	<del>\$5025.00</del>	<del>\$50.00</del>	<del>\$7560.00</del>	<del>\$10075.00</del>
<b>*PICNIC SHELTER</b>	<del>\$7550.00</del>	<del>\$75.00</del>	<del>\$12500.00</del>	<del>\$4300.00</del>
<b>NORTH PARKING LOT</b>	<del>\$10060.00</del>	<del>\$275.00</del>	<del>\$500345.00</del>	<del>\$6501000.00</del>
<b>SOUTH PARKING LOT</b>	<del>\$10030.00</del>	<del>\$75.00</del>	<del>\$50095.00</del>	<del>\$4001000.00</del>
<b>FAIRGROUNDS PARKING LOT</b>	<del>\$5010.00</del>	<del>\$20.00</del>	<del>\$20025.00</del>	<del>\$30085.00</del>
<b>MEETING ROOMS</b>	<del>\$105.00/HOUR</del> <del>\$5025.00/MAX</del>	<del>\$10.00/HOUR</del> <del>\$50.00/MAX</del>	<del>\$2010.00/HOUR</del> <del>\$860.00/MAX</del>	<del>\$215.00/HOUR</del> <del>\$10075.00/MAX</del>



<b>EQUIPMENT &amp; SERVICES</b>	<b>COUNTY YOUTH NONPROFIT</b>	<b>COUNTY ADULT NONPROFIT</b>	<b>ADULT NON- COUNTY NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b>LABOR</b>	<del>\$320.00/HOUR</del>	<del>\$20.00/HOUR</del>	<del>\$320.00/HOUR</del>	<del>\$320.00/HOUR</del>
<b>OVERTIME LABOR</b>	<del>\$530.00/HOUR</del>	<del>\$30.00/HOUR</del>	<del>\$530.00/HOUR</del>	<del>\$530.00/HOUR</del>
<b>CONCESSION SPACE</b>	<del>\$5025.00/EACH PER DAY</del>	<del>\$25.00/EACH PER DAY</del>	<del>\$5025.00/EACH PER DAY</del>	<del>\$5025.00/EACH PER DAY</del>
<b>CHAIRS</b>	\$0.50/EACH	<del>\$0.50/EACH</del>	\$0.50/EACH	\$0.50/EACH
<b>TABLES</b>	\$5.00/EACH	<del>\$5.00/EACH</del>	\$5.00/EACH	\$5.00/EACH
<b>BLEACHERS</b>	<del>\$2015.00/EACH</del>	<del>\$15.00/EACH</del>	<del>\$2015.00/EACH</del>	<del>\$2015.00/EACH</del>
<b>REPLACE KEYS</b>	\$100.00/SET	<del>\$100.00/SET</del>	\$100.00/SET	\$100.00/SET
<b>REPLACEMENT MICROPHONE</b>	\$400.00/EACH	<del>\$400.00/EACH</del>	\$400.00/EACH	\$400.00/EACH
<b>**STALLS/PENS</b>	<del>\$105.00/NIGHT YOUTH MUST CLEAN</del>	<del>\$8.00/NIGHT + \$5.00 ONE-TIME CLEANING FEE</del>	<del>\$158.00/NIGHT + \$105.00 ONE- TIME CLEANING FEE</del>	<del>\$208.00/NIGHT + \$105.00 ONE- TIME CLEANING FEE</del>
<b>DAMAGES</b>	REPLACEMENT + LABOR	<del>REPLACEMENT + LABOR</del>	REPLACEMENT + LABOR	REPLACEMENT + LABOR

Setup and takedown days will be charged at a rate of 25% of the daily rental fee. Setup and takedown are limited to one day each; regular daily rental fees shall apply for setup/takedown exceeding one day each unless otherwise approved.

\*Additional portable toilets must be supplied, at the tenant's expense, for parties exceeding 100 people. Family picnics are subject to the ~~County~~ Adult Nonprofit rate.

\*\*Stall cleaning fee will be waived if tenant cleans stalls to the center aisle.

~~\*\*\*There will be additional costs, payable to the provider, for use of the electric eye for barrel racing; mats & rings for dog training; and cattle for team roping.~~

**BOULDER COUNTY CAMPGROUND RENTAL FEES**

Boulder County Campgrounds Facility is exempt from weekday discounts.

Camping sites are limited to six people per site.

	<b>COUNTY YOUTH NONPROFIT</b>	<b>COUNTY ADULT NONPROFIT</b>	<b>ADULT NON- COUNTY NONPROFIT</b>	<b>STANDARD/ COMMERCIAL</b>
<b><u>WATER AND ELECTRIC CAMPING FEE</u></b>	<b><u>\$325.00</u></b>	<b><u>\$325.00</u></b>	<b><u>\$325.00</u></b>	<b><u>\$325.00</u></b>
<b>DUMP STATION NON-GUESTS</b>	<b><u>\$150.00</u></b>	<b><u>\$150.00</u></b>	<b><u>\$150.00</u></b>	<b><u>\$150.00</u></b>
<b>DRY CAMPING STAFF APROVED ONLY</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>

## BARN A

### SIZE

Overall: 80' x 325'

Enclosed: Foyer area is 60' x 24' and Main Room is 74' x 78'

~~Show Ring: 30' x 50'~~

**SEATING CAPACITY** (Enclosed Portion): 350

### AVAILABLE FOR RENTAL

Enclosed: 110-volt electricity, heat, lights, restrooms, ~~and drinking fountain, and~~ PA system, ~~and keys.~~

Outside: 177 pens (6'x6'), 1 show ring, 9 show pens, 12 wash pens, 110-volt electricity, lights, portable PA system (if available, upon request).

### RULES

1. Public parking is available in the northeast Midway Parking Lot and east lot northwest and/or south of Barn A. ~~Limited H~~andicapped parking is available north of Barn A.
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens/cages must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available. ~~No manure or droppings may be placed in trash containers. If refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).~~
4. Aisles must be kept open at all times.

## BARN B

### SIZE

Overall: 80' x 250'

~~Show Ring: 34' x 28'~~

### ~~SEATING CAPACITY~~

~~Show Ring: 50~~

### INCLUDED IN RENTAL FEE

278 pens (6' x 6'), 1 show ring, 7 show pens, 12 wash pens, 110-volt electricity, lights, PA system (when available)

### RULES

1. Public parking is available in the lot east of Barn B (East Lot) or in the South Lot. Limited handicapped parking is available in the East Lot. ~~Additional handicapped spaces may be allocated by the tenant.~~
2. Loading/unloading livestock is to be conducted east of the barn. All livestock trailers shall park in the grassy area south of the campgrounds.
3. Pens must be cleaned by tenant immediately following the event. Bedding must be removed to the far east end of the barn. The county will provide rakes and wheelbarrows when available. ~~No manure or droppings may be placed in trash containers. If the refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).~~
4. Aisles must be kept open at all times.

## BARN C, D, E, AND POLE BARN

### SIZE

BARN C:	80' x 250' (open barn)
BARN D:	35 stalls, each 10' x 10' ( <del>1/2 stalls, 1/2 open</del> )
BARN E:	87 stalls, each 10' x 10'
POLE BARN:	48 stalls, each 10' x 10'

### INCLUDED IN RENTAL FEE

BARN C:	Lights, electricity, water, and wash racks.
BARN D:	Lights, electricity, water, wash racks, individual locks on each stall.
BARN E:	Lights, electricity, water, wash racks, individual locks on each stall.
POLE BARN:	Lights electricity, water, individual locks on each stall.

### RULES

1. Tenant must sign the County's liability release form prior to using the horse stalls.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Tenant must provide a stall manager whose responsibilities shall include, but not be limited to, regulating stall use and collecting stall fees.
4. Stalls doors must not be removed or altered.
5. Stall managers shall ensure that all stalls in a barn are filled before using stalls in another barn.
6. Livestock trailers should be parked in the grassy area south of the campgrounds.
7. Tenant must provide bedding material, feed, equipment, etc.
8. Tenants are encouraged to clean all stalls used during their event. Bedding is to be removed thoroughly from each stall and placed in the center aisle of the barn. The county will provide rakes and wheelbarrows when available. Additional fees will be charged to the tenant if the county must clean their stalls. ~~If the refuse generated exceeds the dumpster capacity, the tenant will be charged for additional trash service pickup(s).~~
9. Aisles must be kept open at all times during the event.

## CAMPGROUND FACILITIES

### SIZE:

~~7196~~ sites total, all with access to electric (30-50 amps)

~~7 Sites with 30 amp electric, no water.~~

~~2745~~ sites with 30 amp electric, no water.

8 sites with 50 amp electric and water with pull through extended length.

36 sites with 30-50 amp electric and water.

### INCLUDED IN RENTAL FEE

RV restroom/shower facilities (open March through October) and use of dump station.

### RULES

1. The campground is open year-round.
2. This campground is a recreational facility for Fairgrounds tenants and visitors. Guests are limited to a maximum stay of 14 days within a given calendar year. Under extenuating circumstances, extensions may be granted by the Fairgrounds Manager.
3. Restroom/shower facilities are secured for registered/paid guests only. For the safety and consideration of all guests at the campgrounds, the combination to the restroom/shower facilities should be kept confidential.
4. Payment is required at time of check in. Guests must pay for camping spaces according to the fee schedule. No refunds will be issued; campground guests should plan their stays carefully.
5. Checkout time is 10:00 a.m. Campers may be charged for another day if checkout is not completed by 10:00 a.m.
6. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily.
7. No one under the age of 18 will be allowed to rent a space. Minors must be supervised by an adult at all times. Unattended minors will not be allowed to stay on the premises.
8. Pets must be on a leash and supervised at all times. Pet owners must clean up after their pets. No pets are allowed in the restroom/shower facilities. No bathing of pets in the campground.
9. Livestock/horses are not allowed in the campgrounds at any time.
10. All waste must be put in proper receptacles located by the campground's office. Sites must be kept and left clean at all times. Grey and black water must be dumped at the dump station -- violators will be ticketed and/or fined.
11. Placing nails in trees and hanging items from trees is prohibited.
12. The county reserves the right to refuse and/or cancel service to anyone for non-compliance of any of the above rules or any regulations of Boulder County.
13. All RVs, campers and related vehicles must be legal. No modifications or major repairs shall be conducted while in the campground.
14. Campers may not be stored at the campground; someone must be staying in the camper/RV while on site.
15. Tent and ~~vehicle~~ camping is prohibited.

## EXHIBIT BUILDING

### SIZE

Overall: 200' x 200' ~~(35,000 square feet)~~  
Meeting Room: 24' x 28' (carpeted)  
Kitchen: 20' x 25'

### CAPACITY

Main Building: 2,000-3,000  
Meeting Room: 50

### AVAILABLE FOR RENTAL

Main Building: restrooms, vehicle entrance doors, heating/air conditioning, electricity, lighting, PA system, pull-down electrical outlet extensions, water stations~~drinking fountains~~, keys, exhibitor parking area, public parking area, and handicapped parking area.

~~Meeting Room: restrooms, drinking fountains, heating/air conditioning, electricity, lighting, tables, chairs, keys, parking area~~

Kitchen: (for limited food preparation only) 2 commercial refrigerators, commercial freezer, commercial sinks, hand sink, coffee maker, deep fat fryer, grill, four-burner stove, commercial ice machine, counter space, indoor and outdoor service windows.

### RULES

1. Exhibitor parking is available in the lot west of the building. Exhibitors are not allowed to arrive/setup before the date stated in the Lease Agreement.
2. Public parking is available in the lot north of the building.
3. Handicapped parking is provided along the fence on the north side of the Exhibit Building.
4. No loading, unloading, and/or parking is allowed on the east or south sides of the Exhibit Building. The kitchen concessionaire may load/unload supplies into the kitchen from the east side but must relocate vehicle(s) to the designated space(s) in the Midway Lot after unloading.
5. Exhibitor layout must conform to Fire Code~~layouts~~ approved by the Mountain View Fire Protection District, and available electricity location/load.
6. The county is not responsible for security during tenant's use. ~~Tenant must lock doors, windows, and gates; and turn off lights in building.~~
7. Any vehicle left inside the building for purposes other than loading/unloading must have a fuel tank that is nearly empty, the fuel tank lid taped closed, the battery disconnected, and cardboard/carpet must be provided underneath each vehicle.
8. Driving vehicles into the Exhibit Building for purposes of loading/unloading is discouraged. If absolutely necessary, said driving should be kept to a minimum and all vehicles must leave the Exhibit Building immediately after loading/unloading.
9. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following event. Grease must be removed/disposed of properly. No food is to be left in the kitchen after the end of the event. "Microwave In Use" signs should be prominently displayed by tenant or their concessionaire when applicable.
10. If the meeting room is used, all areas must be left in a clean and orderly manner. Tables and chairs may be rearranged, but must be returned to their original placement before tenant leaves. Tables and chairs may not be removed from the meeting room.

~~Lights must be turned off and doors must be locked securely when tenant leaves the building.~~



## INDOOR ARENA

### SIZE

Overall:	150' x 250'
Arena:	90' x 188'
Warm-up Arena:	150' x 60'
Kitchen:	25' x 12'
Office:	25' x 12'

### SEATING CAPACITY

Permanent Bleachers: 1,300

### AVAILABLE FOR RENTAL

Arena: dirt floor, arena watered/worked ~~once~~ daily, warm-up arena, wash racks, walk-through/ride-through gates, calf holding pens, calf chute, calf return, announcer's platform, office, electrical outlets every 10', lights, PA system, permanent bleachers, restrooms, ~~water station~~~~drinking fountains~~, keys.

Concession Stand: (kitchen is for limited food preparation only -- there is no hood system in this kitchen) ~~commercial~~ refrigerator, commercial sink, hand sink, counter space, 220 electrical outlet, indoor and outdoor service windows.

### RULES

1. There is to be no excavation of the arena surface.
2. Public parking is available in the East Lot or in the South Lot. Limited handicapped parking is available in the East Lot.
3. Facility shall not be modified by tenant, including rails, unless authorized and overseen by Fairgrounds staff.
4. Loading/unloading livestock must be conducted east of the Indoor Arena. After unloading, livestock trailers can park in the grassy area south of the campgrounds. Vehicles are allowed inside the arena to load/unload only and must be removed immediately after.
5. Livestock must be kept at least 25' away from the concession stand.
6. Livestock are not allowed in front of, alongside of, or behind bleachers, restrooms, concession stand, office, or exits.
7. If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. Frying food is prohibited in the kitchen. No food is to be left in the kitchen after the end of the event. ~~"Microwave In Use" signs should be prominently displayed by tenant or their concessionaire when applicable.~~
8. Use of Indoor Arena and warm-up arena is limited to contracted dates and times only.
9. Aisles must be kept clear at all times. Due to limited space and safety considerations, vendors are not permitted to block paths or exits inside the Indoor Arena building.
10. The warm-up arena may only be used with rental of the Indoor Arena.
11. Tenants will be charged to use Barn C.
12. Tenants are required to sign the county's General Release of Liability prior to use of the Indoor Arena.
- ~~7.13.~~ Livestock are not allowed to stay overnight in the warm-up arena or the Indoor Arena without prior approval from Fairgrounds staff.

## OUTDOOR ARENA

### SIZE

Arena: 300' x 180'  
Kitchen: 20' x 40'

### SEATING CAPACITY

Permanent Bleachers: 5500

### AVAILABLE FOR RENTAL

Arena: dirt floor, arena watered/worked ~~once~~ daily, loading ramp, warm-up arena, bucking chutes, holding pens, elevated announcer's booth, ~~storage/computing shed~~, stock tanks, 220 and 110 electrical outlets at announcer's booth, ~~ticket booth~~, PA system, permanent bleachers, restrooms, keys.

Kitchen: Limited menu items are allowed to be prepared in this kitchen, sink, hand sink, refrigerator, counter space, 220 electrical outlet, and ~~indoor and outdoor~~ service windows.

### RULES

1. Public parking is available in the North Lot. Handicapped parking is available in the North Lot.
2. Loading and unloading of livestock must be conducted east of the Outdoor Arena. Livestock trailers should park in the grassy area south of the campgrounds or in the eastern portion of the North Lot. Vehicles are allowed inside the arena to load and unload but must be removed immediately after.
3. Livestock are not allowed to stay overnight in the warm-up arena or the Outdoor Arena without prior approval from Fairgrounds staff. Holding pens at the Outdoor Arena should be used for this purpose.
4. Use of the Outdoor Arena and warm-up arena are limited to contracted dates and times only.
- ~~5. Tenant must staff the ticket booth and provide security for this area.~~
- ~~6.5.~~ If kitchen is rented, the kitchen and all equipment must be cleaned immediately following the event. No food is to be left in the kitchen after the end of the event. ~~"Microwave In Use" signs should be prominently displayed by the tenant or their concessionaire when applicable.~~ Frying food is not allowed in the kitchen.
- ~~7. The Boston Road entrance should be used for all events being held in the Outdoor Arena.~~
- ~~8.6.~~ Tenants are required to sign the county's General Release of Liability prior to use of the outdoor Arena.

## **PARKING LOTS**

### **MIDWAY**

#### **CAPACITY**

500 vehicles (estimate) 350 x 410

### **NORTH LOT**

#### **CAPACITY**

1,500 vehicles (estimate) West side 485 x 580 / East side 250 x 580

### **SOUTH LOT**

#### **CAPACITY**

1,000 vehicles (estimate) 418 x 560

## PICNIC SHELTER AND PARK

### SIZE

Grassy Area: ~~400350'~~ x ~~4000450'~~  
Shelter: 40' x 40'

### INCLUDED IN RENTAL FEE

Restrooms [2] (opened seasonally), block and steel grills [4], picnic tables [~~810~~] (seat approximately 8-10 people each), electricity (limited), lighting, volleyball net, and play area, horseshoe pits [2], waste receptacle, water (seasonal).

~~\*The Picnic Shelter and Park is not available on July 4<sup>th</sup> or during the Boulder County Fair.~~

### RULES

1. No loitering is allowed.
2. Parking is available in the South Lot.
3. No vehicles are allowed within the confines of the Picnic Shelter without prior approval from Fairgrounds staff.
4. No horses/livestock are allowed within the confines of the Picnic Shelter.
5. Fires are allowed in grills only.
6. Amplified music is allowed only at reasonable levels and only during the hours of 10 a.m. and 10 p.m.
7. Tenant must provide charcoal ~~and~~ starter fluid, ~~volleyball, horseshoe stakes and horseshoes.~~
8. Additional portable toilets must be provided, at tenant's expense, for events with 100 or more people attending.
9. ~~Tenants wishing to have large events (over 100 people), pig roasts, musical events, dog shows, etc., at the Picnic Shelter, must discuss arrangements with the Fairgrounds Scheduling Coordinator at the time of contracting. Special limitations/requirements may apply.~~

## **PUBLIC PRACTICE ARENA**

### **CAPACITY**

10 horses

### **RULES**

1. The public practice arena is open for public use at no charge seven days a week from sunrise to sunset; however, Fairgrounds management reserves the right to prohibit use of the arena if such use interferes with the operation of other events.
2. Use of the practice arena is on a first-come, first-served basis.
3. The practice arena cannot be reserved.
4. Use of the practice arena is limited to one hour per use.
5. Livestock cannot be left in the practice arena.
6. The public practice arena will be watered/worked as time allows.



# Parks & Open Space

5201 St. Vrain Road • Longmont, CO 80503  
303-678-6200 • POSinfo@bouldercounty.gov  
www.BoulderCountyOpenSpace.org

## PARKS & OPEN SPACE ADVISORY COMMITTEE MEETING

Time/Date of Meeting: 6:30 p.m., Thursday, May 23, 2024

Location: Boulder County Courthouse  
1325 Pearl Street, Third Floor, Boulder

**TO:** Parks & Open Space Advisory Committee

**FROM/PRESENTER:** Tim Zych, Project Manager and Obadiah Broughton, Project Coordinator/Planner

**AGENDA ITEM:** Howell Ditch Reconstruction Project and Prince Lake No. 1 Dam Rehabilitation Project

**ACTION REQUESTED:** Information Only

### Introductions

Boulder County Parks & Open Space (BCPOS) is currently managing two capital projects of significant importance for flood control, stream resilience, and ecosystem health. This memo and attachments provide a brief overview of each project for POSAC review.

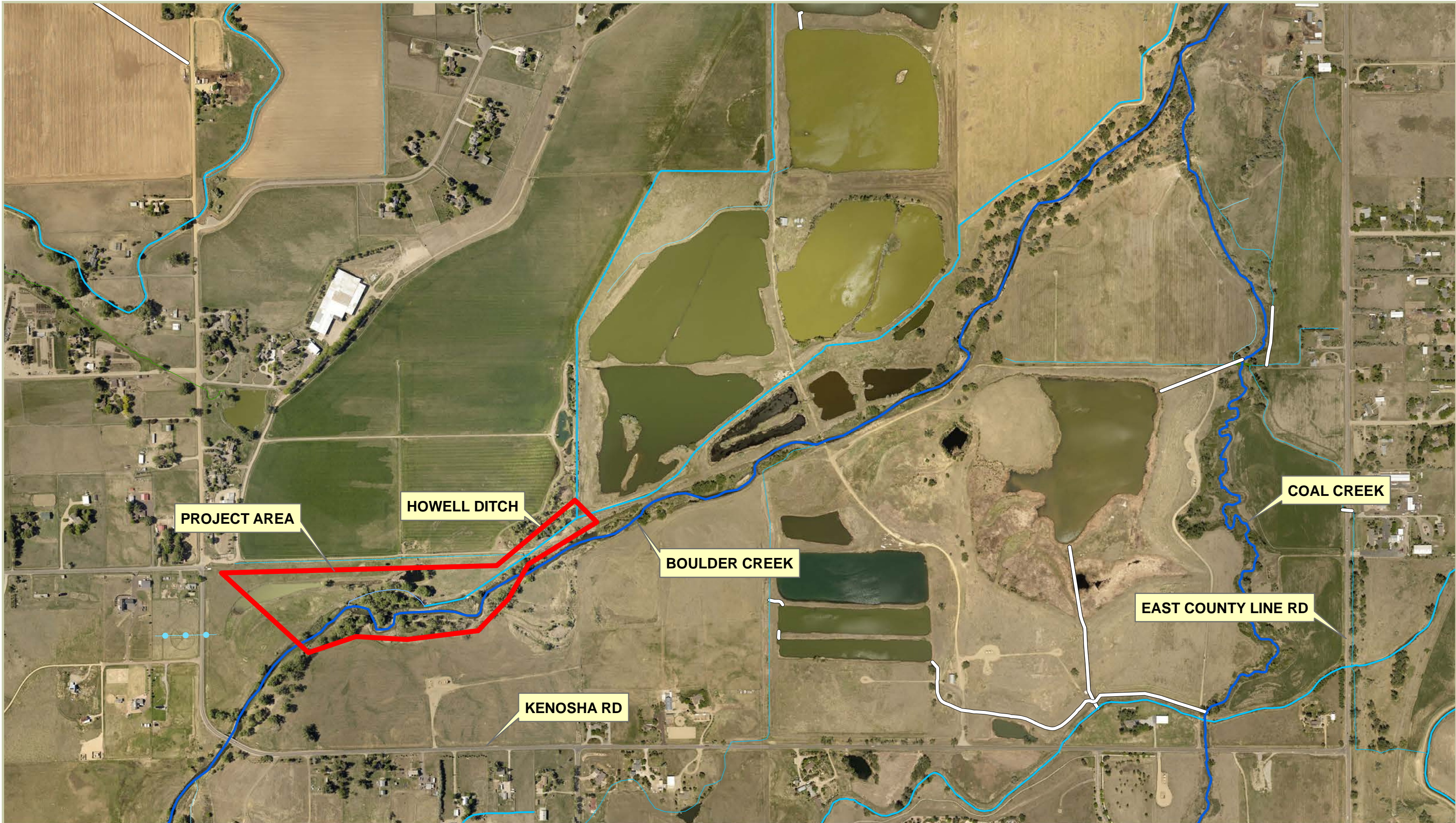
**Howell Ditch Reconstruction Project:** BCPOS is working in partnership with the Mile High Flood District and the City of Boulder to design and construct a permanent ditch diversion structure to replace a seasonally constructed push-up dam on a reach of East Boulder Creek near County Line Road just northwest of Erie (see Attachment 1) on Prairie Run Open Space. The project will also complete approximately 1800 linear feet of stream restoration using natural channel design concepts to restore a wide floodplain and enhance the ecological diversity of the stream. The project will advance water conservation and water efficiency goals, improve stream and ecosystem health. This project will connect to the future restoration of East Boulder Creek as prescribed in the recently approved management plan. The design phase will be completed this year with construction to be completed in 2025. Total project costs are estimated at \$4,371,000 with funding coming from Boulder County, City of Boulder, Mile High Flood District, the Colorado Water Conservation Board, and FEMA.

**Prince Lake No. 1 Dam Rehabilitation Project:** Prince Lake No. 1 is agricultural water reservoir on the Eddy Open Space Property just west of N.111<sup>th</sup> street, north of Arapaho Road and east of Highway 287. It is west of the Town of Erie's Flatiron Meadows subdivision (see Attachment 2). The Colorado State Engineers Office (SEO) recently upgraded the dam's hazard classification from low to significant. In accordance with Colorado Dam Safety Regulations, significant improvements are required to bring it into compliance with the newly applicable significant hazard classification. This project will upgrade and modernize the dam and its infrastructure to meet these regulations and reduce hazards associated with it. In addition, this project will improve the County's ability to operate the reservoir and to ensure agricultural water can continue to be stored and used by County agricultural tenants and two neighboring property owners well into the future. BCPOS has completed the Final Design Plans, and they are approved by the SEO. An

application has been submitted to FEMA for Hazard Mitigation Grant Program (HMGP) construction funding, in the amount of \$2,833,365, to support this project. It is anticipated FEMA will issue an award notification later this year, with construction starting fall of 2025 and completion in spring of 2026. Total project costs are estimated at \$3,777,000 with funding coming from FEMA and Boulder County.

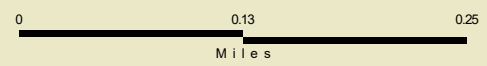
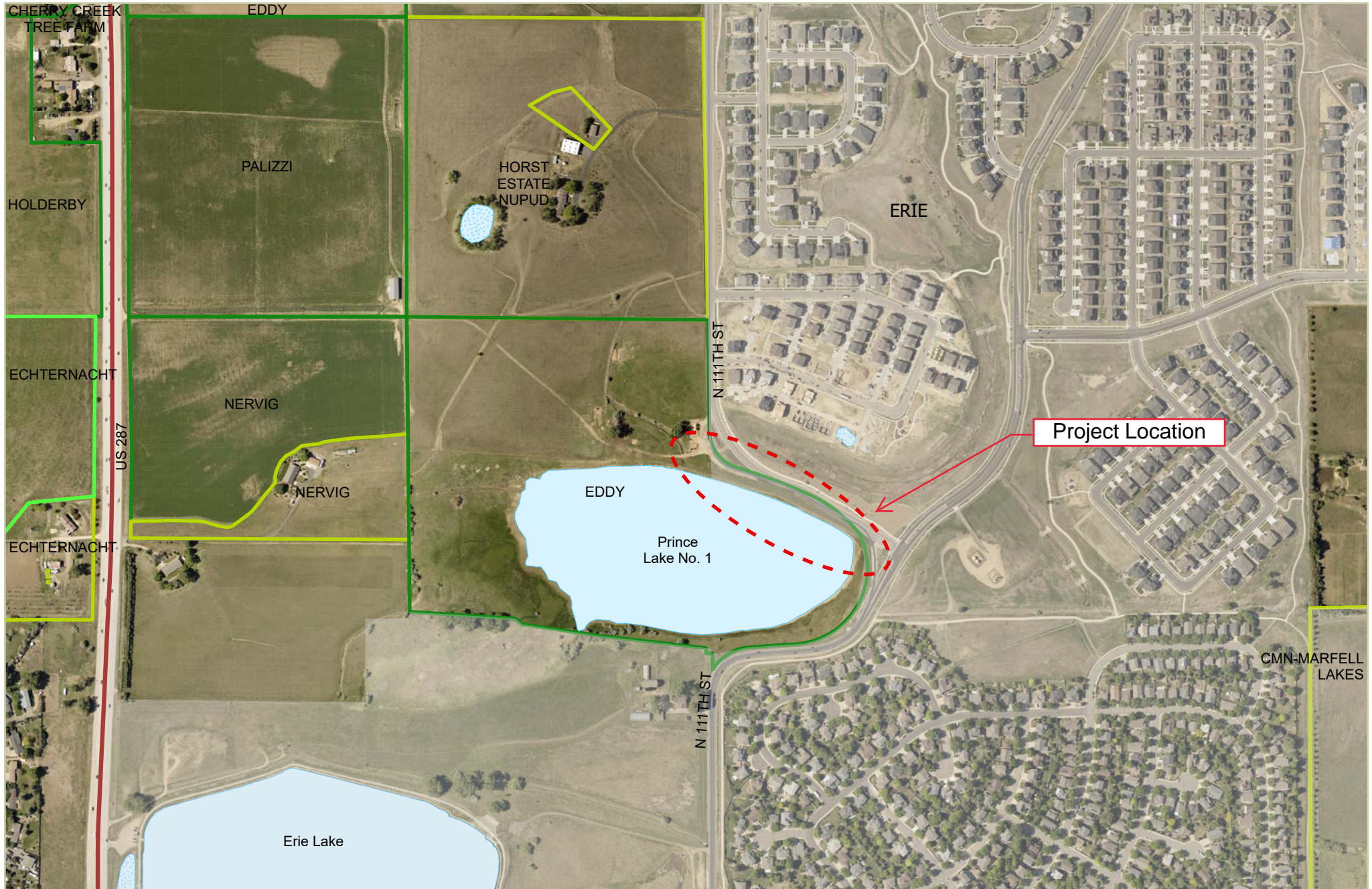
**POSAC Action Requested**  
**Information Only**

**Attachments:** Maps of each project location





# Prince Lake No. 1 Dam Rehabilitation Project - Location Map





# Parks & Open Space

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## PARKS & OPEN SPACE ADVISORY COMMITTEE MEETING

Time/Date of Meeting: 6:30 p.m., Thursday, May 23, 2024

Location: Boulder County Courthouse  
1325 Pearl Street, Third Floor, Boulder

<b>TO:</b>	Parks & Open Space Advisory Committee
<b>FROM/PRESENTER:</b>	Jarret Roberts, Recreation and Facilities Division Manager, and Chris Trujillo, Trails Superintendent
<b>AGENDA ITEM:</b>	Trails Program Overview
<b>ACTION REQUESTED:</b>	Information Only

Boulder County Parks and Open Space's trail program maintains over 120 miles of trail open to the community. The trails group manages various programs, from volunteer engagement to muddy trail closures, all focusing on providing a breadth of opportunities for the community to enjoy passive recreation in appropriate areas across BCPOS lands. As a measure of growth, the first BCPOS trails opened at Bald Mountain in 1973, and this number quickly grew to over 100 miles of trail by 2007, an average rate of nearly an additional 3 miles a year.

Currently, the trails program strives to deliver a variety of experiences for all community members while incorporating sustainable trail design to minimize future maintenance needs. The staff balances resources to reduce the current backlog of work while creating new visitor experiences through guidance from current management plans.

In this presentation, trails program staff will provide an overview of the trails program, including:

- Background: A brief history of the program
- Programs: The types of work the trail program performs
- How BCPOS Trails are Created: The trail planning process
- Building for the Long-Term: Current sustainable trail design
- Inclusivity: Providing trail options for a wide variety of user groups
- Accessibility: Working a variety of experiences for visitors of all abilities

Attachments and Further Information:

- Attachment A: BCPOS Trails Program Chronological History
- Link to the Boulder Valley Comprehensive Plan Trail Map:  
<https://assets.bouldercounty.gov/wp-content/uploads/2017/03/bccp-map-county-trails.pdf>
- Link to the Boulder County Transportation Master Plan Regional Trails Program Map: <https://assets.bouldercounty.gov/wp-content/uploads/2017/02/regional-trails-interactive-map.pdf>