



# HERITAGE ARENA RULES



## DEFINITION OF USERS

**GOVERNMENT PARTNERS:** Teton County 4-H, Jackson Hole High School (JHHS) Rodeo Team, and Citizens Mounted Unit. 4-H and JHHS Rodeo Team may reserve dates in August or on February 1, with a 6-hour per week maximum. Citizens Mounted unit may reserve dates up to 12 months in advance with a 6-hour per week maximum and a 20-hour per week maximum from April – June only. These three partners are not charged for their use and they are allowed limited storage of equipment on the Fairgrounds as approved by the Fair & Fairgrounds Manager.

**REGULAR PRIVATE USERS:** Users who work through the Fair Office to reserve and pay for exclusive ride time on a recurring and seasonal basis.

**NON-REGULAR PRIVATE USERS:** Users who work through the Fair Office to reserve and pay for exclusive ride time on an as-needed basis.

## SCHEDULING

All users must submit a completed facility use application with a valid credit card number before their application will be processed by the Fair Office.

### Government Partners

- Requests for use must be received August 1 – 31.
- If requests are received after August 31, priority scheduling will be forfeited.

### Regular Private Users

- Requests for use may be submitted beginning September 1 (or the next business day) at 8:00 am for winter months (October – April) and February 1 (or the next business day) at 8:00 am for summer months (May – September).
- Completed facility rental applications will be accepted in-person only; **reservations via phone and email will NOT be accepted.**
- Applications will be timestamped beginning at 8:00 am; do not submit applications earlier than 8:00 am.
- If multiple exclusive times are needed, the Fair Office will accommodate **ALL** users' first time-request before accommodating any second or third time-requests.

### Non-Regular Users

- Requests for use are accommodated on a first come, first served basis and as the facility schedule allows.

- 2 hours of open ride time will be scheduled daily: Monday, Tuesday & Friday from 8:30 -10:30AM and Wednesday, Thursday, Saturday & Sunday from 4:30 – 6:30PM. Open ride time will be unavailable for reservation.
- All users may be asked to reschedule if a Teton County Fair or special Fairgrounds event needs to be scheduled during their time; events have priority.
- There is a 24-hour cancellation policy; if cancellation occurs after that time, hourly users will be charged at \$25/hour.
- Reservations must be made at least 24 hours in advance; same day reservations are not allowed.
- Hourly users have exclusive rights to the Heritage Arena Facility during their exclusive time. That includes the entire building, not just the arena. It is up to the user if they would like to allow others in the facility during their exclusive time.
- Scheduled users may cancel their exclusive time two times per month; any additional cancellations will be charged at \$25/hour.

- During winter months (October – April), Regular Private Users may cancel their exclusive ride time twice per month due to inclement weather. Any additional cancellations will be charged at \$25/hour.
- Weekly reservations for Regular Private users are not allowed. Regular Private users must reserve at least a month of use at a time.
- Jackson Hole Rodeo has a private contract through the Town of Jackson for use of the facility from Memorial Day Weekend through Labor Day Weekend and will be bound by the terms of that contract regarding scheduling.

## **PAYMENT FOR USE**

- Regular and Non-Regular Private users will be billed at the end of each month for their use of the facility; bills are sent via email and United States Postal Service (USPS).
- Any Regular or Non-Regular Private user who is delinquent in paying their bill by two months or more will not be allowed to reserve any Fairgrounds facilities until their bill is paid in full.
- In addition to the standard facility rental fees, commercial users of Fairgrounds facilities are required to pay for event trash removal, cleaning, security, extra toilets, etc. Contact the Fair Office 307-733-5289 for a list of local service providers.
- Commercial users are required to carry insurance for \$1,000,000 for their event and name Teton County and the Town of Jackson as additionally insured on the policy. A certificate of insurance must be provided, in advance, to the Fair Office.

## **GENERAL**

- Teton County equipment can only be used by Teton County employees who are covered under Teton County's insurance policy.
- Fairgrounds staff and designated contractors reserve the right to enter the facility at any time to provide necessary maintenance and repairs.
- No personal equipment of any kind may be stored or left on the Fairgrounds premises.
- Do not enter the facility when it is reserved for use, even if it appears to be empty.

## **USE OF PROPS AND STOCK IN THE ARENA**

- Stock, barrels, poles, roping dummies and other roping devices require reservations; NO props or stock are allowed in the arena during any open riding or unscheduled time.
- Riding lessons are not to be conducted during open ride time and will require a private reservation.
- Remove any props from the arena after use and put them away where you found them.
- Livestock users are required to clean up roping boxes and lead up at the end of their reserved time.

## **CARE OF ANIMALS AND CLEANLINESS**

- Animal abuse of any kind will not be tolerated. If you are observed or reported mistreating livestock or canines, you may lose arena privileges indefinitely at the discretion of the Fair & Fairgrounds Manager.
- Dogs are not allowed in the Heritage Arena without prior approval.
- Horses may not be left unattended in the Heritage Arena Facility – this includes no overnight boarding of livestock.
- Be courteous and clean up after yourself and your animals. This includes inside the barn, tie up areas, and parking lots. Wheelbarrows, rakes, shovels, brooms and pitchforks are available throughout the barn and should be dumped in the outside manure dump after use.
- Do not clean out your horse trailer in the Fairgrounds parking lots.

The above rules have been established for your safety and put in place to ensure that all users are being treated fairly. You may lose your riding privileges if rules are not followed. All rentals are at the discretion of the Fair & Fairgrounds Manager. Please call the Fair Office at 307-733-5289 with any questions.