



# TETON COUNTY FAIRGROUNDS HERITAGE ARENA ETIQUETTE & 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 COMMERCIAL BUSINESS USERS:** a commercial, business group representing multiple clients, who works through the Fair Office to reserve and pay for exclusive, private group time on a recurring and seasonal basis.

**REGULAR NON-COMMERCIAL GROUP USERS:** an individual representing an informal group, partaking in an activity of shared-interest, and consisting of multiple people who works through the Fair Office to reserve and pay for exclusive, private time on a recurring and seasonal basis.

**REGULAR INDIVIDUAL USERS:** a single person, a couple, or a family who works through the Fair Office to reserve and pay for exclusive, private time on a recurring and seasonal basis.

**NON-REGULAR INDIVIDUAL USERS:** a single person, a couple, or a family who works through the Fair Office to reserve and pay for exclusive, private 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 and their request be scheduled online 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 Commercial Business & Non-Commercial Group Users

- Requests for use may be submitted before Monday September 26 at 8:00 am for winter months (November – April) and February 1 (or the next business day) at 8:00 am for summer months (May – October).
- Completed facility rental applications will be accepted in-person or via email only; **reservations via phone will NOT be accepted.**

### Regular Individual Users

- Requests for use may be submitted beginning Monday September 26 at 8:00 am for winter months (November – April) and February 1 (or the next business day) at 8:00 am for summer months (May – October).
- Completed facility rental applications will be accepted in-person only; **reservations via phone or 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 requested by an individual user, the Fair Office will accommodate first time-requests before accommodating any second or third time-requests.

### Non-Regular Individual Users

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

- The facility will be open for public use every day at 8:30 am.
- 2 hours of open ride time will be scheduled every day and will be unavailable for reservation.
- Users may book time in full-hour increments and for a maximum of 2 hours per user. Half hour reservations will not be accepted.
- 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 the hourly rate.
- Reservations must be made at least 24 hours in advance; same day reservations will not be accepted.
- Hourly users have exclusive rights to the Heritage Arena building 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.
- The transition time between all users during winter months (November – April) is 20 minutes maximum. Do not arrive more than 20 minutes before your scheduled ride time and do not linger in the building 20 minutes past your scheduled ride time.
- Scheduled users may cancel their exclusive time 2 times per month; any additional cancellations will be charged the hourly rate.
- During winter months (November – April), Regular Commercial, Non-Commercial & Individual users may cancel their exclusive time twice per month due to inclement weather. Any additional cancellations will be charged the hourly rate.
- Week-to-week reservations for Regular Commercial, Non-Commercial & Individual users are not allowed during winter months (November – April). Regular Commercial, Non-Commercial & Individual 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 the Fair Office is bound by the terms of that contract regarding scheduling.

## **PAYMENT FOR USE**

- Commercial, Regular and Non-Regular Individual users will be billed at the end of each month for their use of the building; bills are sent via email and/or through the United States Postal Service (USPS).
- Any Commercial & Regular or Non-Regular Individual user who is delinquent in paying their bill by two months (60 days) 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 event 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**

- Any hours on the schedule that are not exclusively reserved, become “open ride time” and all associated rules apply.
- Fairgrounds' equipment and vehicles can only be operated 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 ride time or unscheduled time.

- Horse shoeing of any kind is not allowed inside the building during open ride time or any unscheduled time. Horses may be shod inside the building during exclusive, reserved time. Please call the Fair Office to make a reservation and setup payment.
- Remove any props i.e. barrels, poles, mounting blocks etc. from the arena after use and put them back where they were found.
- Livestock users are required to clean up stock pens, roping boxes and lead up alleyways at the end of their reserved time.

## **CARE OF ANIMALS AND CLEANLINESS**

- Animal abuse of any kind will not be tolerated. If any user is observed or reported mistreating horses, livestock or canines, the user will lose Heritage Arena privileges indefinitely at the discretion of the Fair & Fairgrounds Manager.
- Dogs are not allowed in the Heritage Arena without prior approval.
- Do not leave animals unattended in the Heritage Arena building – this includes no overnight boarding of livestock.
- Do not feed animals inside of the building, including hay, hay cubes or grain of any kind.
- Clean up after use and animals is required, including inside the building and arena itself, tie up areas, and parking lots. Wheelbarrows, rakes, shovels, brooms and pitchforks are provided throughout the building and should be dumped in the outside manure dump after use.
- Do not clean out horse trailers in the Fairgrounds parking lots.

**These rules have been established for every user's safety and to ensure that all users are being treated fairly. Riding privileges will be revoked indefinitely if these 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.**

