Hidalgo County
Use of Fairgrounds Facilities Policy

The Hidalgo County Board of Commissioners encourages the use of the County's facilities for the benefit of our communities. Since the Board of Commissioners is vested with the responsibility for the care and custody of the County property, the best interest of the County shall prevail in controlling the use of its facilities.

Hidalgo County's facilities are available for business, community and civic functions which promote the interests of and foster the image of the County and surrounding communities.

Hidalgo County's facilities are available for functions, both public and private, related to business, industry, health, economic development, and the Arts.

Appropriate charges may be assessed for the use of the facilities in order to cover costs incurred as well as amortization of equipment.

If an organization desiring to use the facility has Commercial General Liability Insurance a $1,000,000 certificate of liability naming Hidalgo County as additional insured should be requested from the insurance carrier and the organization should sign a Hold Harmless Agreement. If an organization has no Commercial General Liability Insurance Policy, They must secure TULIP (Tenant User Liability Insurance Program) insurance purchased through NMAC and a Hold Harmless Agreement is required.

All decisions regarding the use of the facility shall rest with the Board of Commissioners or its designee.

Facility Fees Include

- Utilization of the approved facility space
- Normal utility expense
- Use of the Fairgrounds and the following auxiliary facilities:
  - Restrooms
  - Loading Area
  - Parking

The lack of availability of any of the above auxiliary facilities due to a prior scheduling commitment or due to reasons beyond the control of Hidalgo County will not result in a fee adjustment.
Rental Procedures

The County, upon receiving a request to use the Fairgrounds facilities, shall provide the requesting entity or individual with an Application of Use Permit and Copy of a Hold Harmless Agreement Form.

The Application of Use Permit Form shall be completed by the requesting person or entity and submitted to the County at least 30 days prior to the date of desired use. A representative of the requesting entity who is legally authorized to obligate the entity must sign the request.

The Application of Use Permit must be accompanied by a copy of the entity’s Commercial General Liability Insurance Certification, a certificate of TULIP insurance and/or a properly executed Hold Harmless Agreement Form, and the proper usage amount deposit.

Upon receipt of the completed request form, proof of insurance and/or Hold Harmless Agreement Form, and the proper usage amount deposit, the Fairgrounds Manager will notify the requesting entity of the decision to allow or disallow the use of the facilities requested. If a request for use is approved, any usage permit deposit fee collected is to be deposited with the treasurers’ office as per statute 6-10-40.

Facilities will not be obligated until all required forms and the deposit are provided to the county and the Request for Use of Facilities form is signed by the County’s designated representative.

Once the request is approved, the requesting entity will be contacted if additional information is required. Requesting entity contact will also be provided with an estimated cost for the event.

Rental Rates and Information

All fees and/or deposits shall be made payable to Hidalgo County. Rates

Fairgrounds Vendor Spaces, Covered Slab $100/day
Rodeo Arena Panels (27) & Trailer ($100.00 Deposit) $20.00 /day
Rodeo Arena $100/day
Bathrooms $50/day
Lights $40/night
Electricity $10/hour
Water Truck/Disk $50/day
County Employee to run Truck/Disk $10/hour
Hidalgo County Fairgrounds Application for Usage Permit

Applicant: __________________________ Date: __________________________

Address: __________________________ Phone: __________________________

Is this for an Organization or Group use? ☐ yes ☐ no

Name of Organization: _____________________________________________

Purpose: __________________________________________________________

Date requested: ________________________________________________

Will a fee be charged for individuals to attend? ☐ Yes ☐ No Amount $ __________

Proceeds will benefit: ______________________________________________

Name of person who will be responsible: _______________________________

Phone number(s): ________________________________________________

Address: _________________________________________________________

Is the responsible party a Hidalgo County resident? ☐ yes ☐ no

Is concession stand use requested? ☐ yes ☐ no

Deposit and Insurance: Deposits and Certificates of Insurance are due with application.

- Fairgrounds Deposit Fee: $100.00 per event
- Fairgrounds, Vendor Space, Covered Slab: $100.00/day
- Rodeo Arena: $100.00/event
- Bathrooms: $100.00/event
- Lights: $40.00/event
- Electricity: $10.00/ Hour
- Water Truck/Disk: $50.00/day
- Solid waste disposal fee: $25.00/event
- County Employee to operate Truck/Disk: $10.00/hour
- Rodeo Arena Panels (29) & Trailer $100.00 Deposit & $20.00/day

Hours of use requested: __________________________

I hereby am aware and agree to abide by all rules and regulations governing the use of the facility and equipment.

________________________
Applicants Signature/Date
The Hidalgo County Board of Commissioners authorizes the County Manager’s Office to grant permission for facility use.

For Office Use Only

Approval Signature/Date

**County Sponsored Event:**  □ No (all fees apply)  
□ Yes (indicate below which fees are required or waived)

**Deposit:**

□ Waived  
□ $100 Fairgrounds/day  □ $50 Water Truck /Disk/day  
□ $10.00 / Hour County Employee to Operate Water Truck / Disk  □ $100 Rodeo Arena  
□ $100 Bathrooms/event  □ $40 Lights/event  □ $10.00 Electricity/Hour  
□ $100 Deposit for Rodeo Arena Panels (29) & Trailer & additional $20.00/day rental fee.

Total Deposit $____________

**Insurance**

□ Waived; or

□ $1,000,000 certificate of liability naming Hidalgo County as additional insured; or

□ TULIP (Tenant User Liability Insurance Program) insurance purchased through NMAC

**Usage Fee**

Total Fee Due: $____________

Security Deposit paid Date _____ / _____ / _____

Usage Fee paid Date _____ / _____ / _____

**Refund of Deposit** Date _____ / _____ / _____

Cash __________ Check # ________

*NO KITCHEN EQUIPMENT IS BE UTILIZED UNLESS PRIOR WRITTEN APPROVAL IS RECEIVED BY THE COWBELLAS ASSOCIATION.*