

## **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

