

# CLIFTON COMMUNITY CAMPUS

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## 2024 EVENT HOLDERS GUIDE

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3270 D ½ Road Bldg. B  
Grand Junction, CO  
81520

[www.mesacounty.us](http://www.mesacounty.us)  
970•244•5920



## Summary of Facility Rates

	2024	2024
FACILITIES	RENTAL	DEPOSIT
<b>Gym</b> Rented as a venue (receptions, Quinceanera, baby shower etc.)	\$600.00	\$350.00*
<b>2/3 Gym</b> Rented as a venue (receptions, Quinceanera, baby shower etc.)	\$500.00	\$350.00*
<b>1/3 GYM</b> Rented as a venue (receptions, Quinceanera, baby shower etc.)	\$400.00	\$350.00*
<b>GYM</b> Rented for recreation/meetings, etc.	\$50.00/HR	
<b>2/3 Gym</b> Rented for recreation/meetings, etc.	\$35.00/HR	
<b>1/3 GYM</b> Rented for recreation/meetings, etc.	\$25.00/HR	
<b>Meeting Space</b> Meeting Room	\$40.00/HR	

*\*Certain events including parties, dances, wedding receptions, and Quinceanera will be subject to a damage deposit of up to \$1,000.00 to cover increased risk to the building and property.*

Additional facilities, equipment, and services may be available. For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

For information regarding rates and fees for other facilities at the Clifton Community Campus, please check with the office or visit our website at <http://www.mesacounty.us>.

**Summary of Park and Parking Lot Facility Rates**

	<b>2024</b>	<b>2024</b>	
<b>FACILITIES</b>	<b>MON-THUR</b>	<b>FRI-SUN</b>	<b>DEPOSIT</b>
<b>MAIN PARKING LOT</b>			
Rented as a Venue – per day if no lighting	\$150.00	\$225.00	\$250.00
- If lighting is used	\$300.00	\$350.00	\$250.00
<b>Outdoor Shelter</b>	\$125.00	\$200.00	\$150.00
Per day			

Additional facilities, equipment, and services may be available. For a complete listing of Additional Services & Incidental Fees, see Section 1.4.g.

## Welcome

This *Event Holder's Guide* covers the operating policies and procedures of this facility. Inside you will find information on our facilities, pricing, policies, and available services. We've used the acronym CCC throughout the guide in reference to our facility.

Many activities may have special circumstances not covered in this guide. These should be discussed with the Community Center office for any special provisions and regulations that may apply. Please contact us if you have additional questions that are not covered in this guide. All policies and procedures are subject to change.

We look forward to serving you.

*Kyle Carstens*

Clifton Community Campus Manager



*Clifton Community*

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# 1. General Information & Policies

## 1.1 Clifton Community Center Information

### a. Mission Statement

The mission of the Clifton Community Campus is to provide citizens of Mesa County with a multi-use event facility which serves business, cultural, educational, recreational, urban and youth interests of Mesa County and the Western Slope.

### b. Administrative Office

The Administrative Office of the Clifton Community Campus is located in the main entrance of the Community Center Campus. The office is open to the public Monday through Friday from 8:00 AM to 5:00 PM excluding weekends and holidays. The office is typically closed from 12:00-1:00pm for lunch.

Clifton Community Campus  
3270 D ½ Road  
Clifton, CO 81520

Phone: 970-244-5920  
Fax: 970-256-1492

## 1.2 General Rules, Requirements, & Assumptions

### a. Governing Law

CCC is privately owned by the County of Mesa, Colorado and is provided for the use and enjoyment of the citizens of Mesa County. Use of this facility is governed by, construed, and enforced in accordance with the Resolutions and Ordinances of Mesa County; the laws of the State of Colorado; and the laws of the United States of America. The venue for all legal proceedings hereunder shall be Mesa County, Colorado.

### b. Insurance Requirements

Liability insurance is required for all commercial and some noncommercial events held at the Clifton Community Center. It is the responsibility of the event holder or vendor to obtain, at its own cost and expense, said insurance(s) necessary. Requirements are established with each Use License and are based on the planned activity. CCC general requirements are listed below.

No individual or organization shall be allowed to use the facilities at the Community Center unless all requirements for insurance are met. These requirements pertain to all users without exception, including promoters, organizers, vendors, and private individuals. If an individual or organization fails to comply with the insurance regulations, CCC reserves the right to cancel the scheduled event. Please contact the Community Center office in advance to discuss insurance requirements for your planned activity.

The general requirements for events and vendors are as follows:

#### **Standard and Public Events:**

- **Commercial General Liability** \$1,000,000 Minimum coverage  
Coverage as a combined single limit per occurrence for bodily injury, personal injury and property damage is established by each Use License.
- **Automobile Liability** \$1,000,000 Minimum coverage  
Required for all commercial vehicles utilized by the Event Holder in the production of the event. Vehicles used only to tow a mobile concessions unit that are not considered part of the production of the concession business are exempt from this requirement, but instead this class of vehicles shall have usual and customary auto liability as required by Colorado law. But, for commercial autos, automobile Liability that is required is generally \$1,000,000.00 accident for bodily injury and property damage.



- **Workers Compensation Insurance** is required for all commercial events within the scope and limits set as required by the laws of the State of Colorado.

Certificates evidencing insurance must be provided to CCC in advance on an Accord 25-S form (or similar) with Community Center identified as the Certificate Holder and include the endorsement language shown below:

**Licensor, its officers, officials, employees, and volunteers are ADDITIONAL INSUREDS, as respects liability, on behalf of the Licensee, arising out of this License.**

**Private Events:**

- **Host Liquor Liability Insurance** (Where alcohol is given away) \$150,000 Per injury - Per occurrence  
A separate policy is needed for private events where alcohol is given away (e.g. weddings, parties).
- **Liquor Legal Liability Insurance** (Where alcohol is sold) \$150,000 Per injury-Per occurrence  
Includes a per drink charge, admissions, donations, and/or tips. \$1,000,000 Aggregate per event.

For private or family events in our buildings (e.g. weddings and receptions) where alcohol will be given away, the liability insurance coverage required (listed above) can often be obtained from the host family’s homeowners insurance. Proof of such coverage is required prior to any alcohol service at the event. Certain events where alcohol will be sold will require a special event liquor license from the County (see Alcohol).

**Other insurance endorsements and provisions may also be required by each Use License. It is the responsibility of each individual or organization requesting use of the facility to meet these requirements in the time required. Please contact the Community Center office in advance to discuss insurance requirements for your planned activity.**

Deductibles and self-insurance must be declared to and approved by the Community Center and the Mesa County Risk Management Department as is required to be paid by the individual or organization being issued the Use License upon claim.

The insurance requirement does not reduce or eliminate the users for taking precautions. These precautions shall be exercised at all times for the protection of all persons (including the employees and volunteers of the Community Center) and property. Safety provisions of all applicable rules and regulations shall be observed, and hazards arising from the work performed shall be guarded against or eliminated in accordance with the highest standards of safety practice. All users of the facility, and any subcontractors, must comply fully with all requirements of the Occupational Safety and Health Act, and any other pertinent rules or regulations.

**c. Indemnification**

By renting the Community Center facilities, all Event Holders agree: to protect, defend, indemnify, and hold harmless the Clifton Community Center, Mesa County, its officers, officials, employees, volunteers and agents free and harmless from, and against, any and all losses, penalties, damages, illnesses, or liabilities of every kind and character arising out of, or relating to, any and all claims, obligations, actions, proceedings, liens, or causes of action arising directly or indirectly, out of the activities contemplated under your License. Without limiting the generality of this clause, any and all such claims or actions relating to personal injury, or of any other tangible or intangible personal or property right, whether or not arising under the constitution of the state or federal government, or actual or alleged violation of any other applicable statute, ordinance, administration order, rule or regulation, or decree of court, shall be included in the indemnity hereunder.

**d. Hand billing and Solicitation**

Any hand billing or solicitation to be conducted at the Fairgrounds is at the discretion of the Event Holder presenting the scheduled activity, so long as the peace is not breached and traffic flow is not affected. The Event Holder will determine if any requests for solicitation will take place outdoors only in a designated booth area or if they will allow individuals to casually walk around and solicit and handbill at will.

**e. Picketing/Protesting**

Picketing is allowed at the Community Center only in designated areas. The area(s) will be determined with the consent of the Event Holder presenting the scheduled activity. [Picketing is defined as demonstrations (with or without signage) in a public display in order to protest or persuade].

**f. Politicians/Political Party**

The Community Center is available for rent to any elected official, candidate, association, and issue groups.

**g. Event Access by Staff**

Community Center Staff and Facilities Staff are responsible for the management and maintenance of the Community Campus facilities and property and have the right to access the facilities and property at any time during any event.

**h. Licenses, Taxes, Fees, & Permits**

Special licenses and permits may be required for your event. Be certain to check with all applicable authorities to be certain you are in compliance at all levels. The Event Holder must obtain all permits and/or licenses required by applicable law, ordinance, resolutions and rules. Please provide copies of all required permits and/or licenses to the CCC prior to the event.

Special taxes and fees may be applicable. Any and all taxes, fees and assessments, including but not limited to, license fee, fees for permits, profits, sales or use taxes, personal property taxes or any other taxes that may be levied or assessed on the assets, shall be borne and paid by the Event Holder.

Event Holders and Event Holder vendors are responsible for payment of all sales or use taxes, assessments and/or fees in compliance with Mesa County, the City of Grand Junction, and the State of Colorado. It is the Event Holder and/or the Event Holder's vendor, responsibility to collect and submit payment. Sales tax information can be found on [Colorado.gov](http://Colorado.gov).

**i. No discrimination**

No Event Holder using CCC shall discriminate in the use of the premises against any person because of race, creed, color, religion, national origin, political belief or affiliation, age or sex, or disability. Everyone on the premises of the Community Center must be in compliance with the Americans with Disabilities Act of 1990 (PL 101-336).

**j. Photos**

CCC often records events and activities taking place on the property. All users of the CCC, by virtue of their presence on the property, are consenting to allow Mesa County, and the Community Center, rights to photograph them, their guests, participants, and the event itself while on the property. These photographic or video images shall be the property of Mesa County and are for educational, promotional, or documentation purposes only.

**k. Donations**

From time to time groups have donated labor, materials, and equipment to the CCC for use at the Community Center. It is understood that these donations become the property of Mesa County at that time. It is also understood that these donations in no way confer special privileges or discounts upon the donors to the Fairgrounds.

## 1.3 Facility Booking Information & Policies

### a. Booking Events/Reservations

The steps shown below are a general guideline to booking your event, however; there may be additional requirements depending on the nature of your event or activity.

1. Contact the Community Center office by phone, to determine the availability of the dates for the facilities requested.
2. Reserve the date with the Community Center Event Coordinator by coming out to the Community Center office. Please be prepared with all necessary information regarding your event or activity (time, date, # of attendees, special needs, etc.).
3. The facility will not be reserved until a deposit has been paid and application submitted. Applicants will receive a current edition of the Event Holders Guide, and a booking slip for the facility requested.
4. **Large events require Community Center review/approval of the application.** If the application is not accepted we will return or refund your deposit payment. Contact the Community Center office to arrange for an inspection and possibly a pre-event meeting to coordinate all aspects of your event.
5. Once the Facility Application and Deposit is received and approved, CCC will generate and mail a Use License (contract) along with other documents necessary for maintenance and other services for your event. Review the License and all attachments, then sign and return the License and any other requested documents and any facility rental pre-payments to the Community Center office.
6. Post-event inspections and any other matters are addressed immediately after the event and a post-event billing invoice (if required) is prepared.
7. Refunds on deposits generally occur within two weeks of your event. The Mesa County Finance Department mails all refund checks directly.

### b. Scheduling Policies

#### 1. **Historic Use**

As a matter of practice, CCC offers historical users of the facility special consideration for scheduling the same event in the following year on approximately the same date. The CCC will endeavor to honor dates of historical users but cannot guarantee a date based only on historic use. In accommodating growing demands on limited facilities, the CC may deem it necessary to adjust historic event dates from time to time. No date will be held without a deposit. Users will be given the opportunity as a **Historical booking, to be offered 'First Option'**: A space hold extended by the CC where the group has first right of refusal and is subject to the terms of this policy until the Release Date; at which time holder must either proceed to contract or release the booking.

#### 2. **Nonexclusive Licenses**

The Use License is not an exclusive License; it is likely that other events will be occurring simultaneously with your event. CCC will advise you of other events taking place which may impact your event whenever possible.

#### 3. **Separation of Similar Events**

Mesa County reserves the right to schedule any events in its facilities it deems to be of interest to the citizens of the Western Slope and meets its mission as approved by the Board of County Commissioners.

#### 4. **Right to Refuse**

Community Center reserves the right to refuse any event booking. Reasons for refusal may include but are not limited to the following: if the event may cause undue or unusual damage to the facilities or may violate local, state, or federal laws, regulations, or rules; or if the event is deemed not an appropriate use of the Community Center facilities based on a variety of reasons such as conflicts in scheduling, event type saturation, excessive noise, or not aligned with Community Center or County missions.

**c. Sharing of Facilities and Services**

CCC is used for many activities, events, operations, and engagements; it is likely that other events will be occurring simultaneously with your event. The use or availability of services and facilities is dependent on demand. As a condition of the use of this facility, the Event Holder must agree to comply with established schedules and to cooperate in shared arrangements. The Fairgrounds Staff will keep each Event Holder aware of any and all events occurring on the same dates.

**d. County Government Usage**

Mesa County government may have use of the Community Center facilities, if available, without charge. All Mesa County users are responsible for all set-up, take-down, and cleanup of their events.

**e. Holiday Restrictions**

The Community Center is officially closed on the following holidays: Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veterans Day, Thanksgiving and the day after, Christmas Day, and New Year’s Day. Events held on these holidays that require staff assistance will be subjected to a charge of **\$60** per hour per staff member. No events requiring staff assistance will be held on Thanksgiving, Christmas, or New Year’s Day.

**1.4 Fees, Payments, and Cancellation**

**a. Damage Deposits**

All Event Holders are required to pay a damage deposit prior to the event. **The deposit is necessary to secure the booking dates.** The deposit will be refund will be mailed out the Friday after the event if the facility and property are left in a clean state and there are no damages. The deposit is due and payable at the time the Facility Application is submitted. An increased damage deposit may be required under certain circumstances deemed to be higher risk, including but not limited to parties, dances, and wedding receptions. The Event Holder is held responsible for all damages to the CCC property. All costs deemed necessary and incurred by Mesa County for replacement and/or repairs caused on behalf of the Event Holder will be billed within 10 (ten) working days after the event.

CCC may require a pre-and-post event inspection with our maintenance staff. CC reserves the right to make the final determination of the refund. Damage deposit refunds are processed by the office the week following the event. Checks are prepared and mailed directly to the Event Holder usually within two weeks following the event.

Organizations that have multiple events or bookings within the same calendar year, may choose to leave their damage deposit with the CC to be applied toward the next event. Deposits rolled forward may be refunded the deposit upon the organization’s request or at the completion of the last event for the calendar year, if there are no outstanding charges due from that organization.

**b. Standard Fees & Weekday Discounts**

CCC is privately owned by the County of Mesa, Colorado and is provided for the use and enjoyment of the citizens of Mesa County. The costs of maintaining this facility are borne partially by the citizens of Mesa County under the auspices of the Mesa County Board of County Commissioners (BOCC), and partially by the direct users of the Community Center. Fees and rates are reviewed annually by the BOCC. Discounts apply for weekdays (Monday – Thursday). **Friday, Saturday, and Sunday events are NOT eligible for discounted rates.** No other discounts for any user group apply, except as otherwise noted herein. The Community Center accepts cash, credit cards (which will include a convenience fee) and checks for rental and damage deposit fees.



**d. Fee Payment Schedule and Deadlines**

All License (facility rental) fees are due and must be paid no less than thirty (30) days prior to the first scheduled day, whether it is a set up day or the event day. If the Use License is being executed less than thirty (30) days before the first scheduled day, then the full license rental fee is due immediately upon execution of the License.

<b>Fee Payment</b>	<b>Deadline</b>
<ul style="list-style-type: none"><li>• Damage Deposit:</li></ul>	Upon booking with receipt of signed Application
<ul style="list-style-type: none"><li>• Rental Fee Payment Due:</li></ul>	Upon receipt of completed Use License at least 30 days prior to Event; to include full rental fees
<ul style="list-style-type: none"><li>• Final Payment for add'l Services, Stalls, RVs:</li></ul>	30 days following Event

CC offers many other services to assist the Event Holder. Fees & Charges are listed in the Event Holder’s Guide and will be attached to the Use License. (These rates as well as any rates referenced in this Guide and any attachments are considered incorporated within the Use License).

**e. Fee Payment Responsibility**

The Event Holder must pay all costs and incidental charges incurred in production of the event on the CCC. Such cost and incidental charges include, but are not limited to: security, any labor or machinery costs associated with your event. Invoices are generated within ten (10) days after the event and payment will be due within thirty (30) days after receipt of the event invoice. For more information on items included with the Use License, see Section 2.5.j-l.

All fees, which are due in accordance with the Use License, shall be delinquent after ten (10) business days of the due date. Unpaid accounts may be assigned to a collection agency, or pursued through legal proceedings at the County’s election.

**f. Fee Reduction Requests**

Special interest groups, causes, or 501.C3 non-profit organizations may appeal to the Mesa County Board of Commissioners for a rental fee reduction for an event to be held at the Community Center. This request is handled on a case-by-case basis through an agenda item at a regularly scheduled Board of Commissioners Public Hearing.

Groups requesting a fee reduction will be asked to explain their cause and/or and demonstrate the benefit to citizens for the requested fee reduction. In-kind donations of labor and/or equipment/capital items will be considered toward a "reduced" fee. A minimal dollar payment is usually required to assist in utilities, setup/take down labor, trash removal, etc. In no instance are the Damage Deposit or Insurance requirements waived. Check with the office for the forms and the procedures. Applications must be filed with the CCC office sixty (60) days prior to the scheduled event.

**g. Cancellations**

Any licensee who cancels 90 days or more before the event will receive a full refund of any deposit and rental fee paid. Any licensee who cancels within 90 days of the scheduled date of their event will receive NO refund of paid deposit; any rental fee paid will be refunded unless it is within 30 days. Any licensee who cancels within 30 days of the scheduled date of their event will receive NO refund of paid deposit or rental fees.

The Community Center management may cancel any Use License due to fire, weather, mechanical breakdown, quarantine, or if the Community Center staff determines that the facility – or any related portion of the Community Center– is unsafe or otherwise unfit for the proposed use, or if the Community Center determine the Facility must be used for emergency purposes. If the Community Center staff cancels the Use License

because of fire, weather, unsafe conditions, mechanical breakdown, emergency use, or other similar reason, the licensee will be provided with another date for the event as available; and if that is not possible, rental and deposit refunds will be issued. The Community Center management or staff will not be liable for any damages, fees, or other expenses incurred by the event holder as a result of such cancellation by the Community Center except for facility rental fees and deposit previously paid or due for the respective event.

### 1.5 Event Planning: Basic Facility Requirements

**a. Event Planning Meetings**

New events and large events require planning meetings with CCC staff in order to ensure all needs have been met and all parties are prepared. There are many details that must be resolved so that the event is a success. Event planning meetings should be scheduled by the event holder no less than 30 days prior to the event. For new events, several planning meetings may be required.

**b. Event Operating Hours**

Mesa County Board of Commissioners has established certain hours that specify the operating time for events held at the Community Center, as follows:

Week Days: 8:00 AM-10:00 PM

Week Ends: 8:00 AM-11:00 PM (Friday-Sunday)

**c. Noise Limits**

Mesa County has a Resolution (MCM2013-36) restricting noise produced by events at the Community Center. The decibel level will not exceed 80 decibels from 8:00 a.m. to 10:00 p.m., and will not exceed 75 decibels for all other times.

**d. Facility Keys**

Facility key distribution will be arranged during event planning meetings or prior to the event. Failure to return keys at the end of the event at the specified time may result in forfeiture of the security deposit. Loss of keys may result in the significant expense to the Event Holder to re-key the facility.

**e. Decorations**

The posting of any posters, signs, banners, and like materials to be used as decorations must first be approved by the CCC staff. We ask that all Event Holders discuss their decorating plan prior to the event. Tape appropriate for floors or doors can be provided by CCC upon request. It is the responsibility of the Event Holder to remove any decorating materials, including tape, zip-ties, and any residue left from tape removal, immediately following the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

**f. Restroom Facility Requirements & Portable Toilets**

CCC has restroom facilities on premises. **For some larger events, however, extra facilities must be brought in.** The table below is a general guideline for the number of portable toilets needed. The Event Holder shall be responsible for arrangement and payment of the portable toilets or CCC can make arrangements on your behalf and will be coordinated as a direct billing to the Licensee.

**Portable Restroom Guidelines (in addition to fixed restroom facilities):**

Expected Attendance	Outdoor Spaces	
	Men's	Women's
250 – 499	2	2
500 - 999	2	4
1000 - 1999	4	6

**g. Lost or Stolen Articles**

CC shall not be responsible, under any circumstances, for the property of the Event Holder while on the CC premises. CC will not accept lost and found articles for distribution; unclaimed articles must be held by the Event Holder. In addition, CC is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in the buildings or at CC shall be the responsibility of the Event Holder. All articles, equipment, exhibits, displays or materials shall be brought into the facilities only at such hours as designated by the Rental Agreement.

**h. Storage of Items**

Mesa County shall not be responsible or liable in the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises, either during or subsequent to the use of the facilities by the Event Holder, the CC shall not be liable for any loss, damage or injury to such property. Event Holders assume all responsibility for any goods or materials, which may be brought on site before, during, or after an Event.

**i. Facility Cleaning**

The CC endeavors to maintain a clean, safe, and attractive facility at all times. The Community Center will clean and prep the buildings prior to each event or activity. It is the responsibility of the Event Holder when using the buildings to clean the floors, bundle trash, and store tables and chairs properly after their event. All cleaning equipment and instructions are provided by the CC. Post event cleaning services are available on a fee basis. CC reserves the right to charge the Event Holder, or retain from the deposit, for the cost of any type of clean up or damage, including the removal of unusual amounts of rubbish.

**1.6 Event Advertising**

**a. Signs, & Banners**

Advertising and sponsorship signage may be displayed in association with the scheduled event or activity upon approval by the CCC. The CCC is a family-oriented venue and all advertising being considered will be reviewed for appropriate content.

Professionally-made banners or signs (no hand-lettered signs allowed) advertising an event in advance may be displayed ONLY at the approved locations on property, up to two weeks prior to the event with approval. No other signs may be placed upon CC property until event-day, with the exception of posters placed on existing bulletin boards. All advertising, including the cost of banners and signs, is the responsibility of the event holder.

Placement of directional or informational signs and/or banners at the CCC may be set up the day before the event and day of the event to direct the public to the event. The Event Holder shall remove all display material, including signs, tape residue placed on doors or stalls, and zip-ties at the conclusion of the event. Failure to do so can result in a reduction in the damage deposit reimbursement.

A Rental Agreement must be signed between the event holder and CC **BEFORE** the release of advertising, media, or publicity of any events. The CCC telephone number may not be used on any form of advertising, publicity, fliers, posters, brochures, information, registration forms, etc. for events booked at the CCC. If any advertising or information lists the CCC location, the tenant will be required to list a phone number and or contact person who can provide further information regarding the event.

**b. Promotion of Events**

Any public activities held at the CCC are listed on event schedule of the CCC’s website.

The most up to date calendar of events is available on the Clifton Community Center website at [www.mesacounty.us](http://www.mesacounty.us)



## 1.7 Concessionaires and Vendors

### a. Alcohol

#### **NO UNAUTHORIZED ALCOHOL IS ALLOWED.**

Alcohol is allowed at designated areas when a special event liquor license has been issued, or at a private event where alcohol is given away. No other use of alcohol at the CCC is authorized.

**Private events held inside one of our buildings, where complimentary alcoholic beverages are served such as weddings, have specific insurance and security requirements. These requirements will be discussed with the event holder in advance and must be verified before the beverage service is authorized. See sections on Insurance and Security.**

Special event liquor licenses for the sale of alcohol at an event are available from Mesa County for the Gym or Outdoor Area. If you wish to obtain one of these licenses you must receive a letter of authorization from the CCC prior to applying for the Special Events Liquor License. **Special Event Liquor Licenses are available to non-profit organizations only** and have guidelines and restrictions. Interested groups should contact the County at (970) 244-1800 at least three months prior to their event.

The sale of alcohol is solely at the discretion of the County, which monitors the liquor license for the CCC. Any illegal sales or entry of alcohol on the CCC, or any unauthorized consumption outside of the licensed areas, can cause the immediate termination of the event or activity.

It is the responsibility of the LICENSEE who signs the agreement to see that no alcohol is consumed during events covered by this agreement if a permit or permission has not been obtained and if insurance is not in place. Violations of this policy by you, anyone associated with you or your organization, any user or any person associated with a user, may result in the termination of your license or loss of your damage deposit. The event and all associated parties may be required to vacate the premises immediately. The violators may be subject to arrest and prosecution.

### b. Food Concessionaires/Caterers/Vendors

In the GYM there is an equipped kitchen that can be used for catered events and for family-oriented potluck food service. The price to use the kitchen is included in the rental. The Community Center does not provide linens, utensils or serving pieces. All equipment must be replaced in good working condition and in the kitchen area, cleaned immediately following the event.

All event holders will be responsible for securing caterers or other vendors if appropriate for their event. ALL caterers or vendors who will be selling/serving food directly to the public MUST be on the City of Grand Junction/Mesa County list of approved vendors and caterers, found at [http://www.gjcity.org/Parks and Recreation.aspx](http://www.gjcity.org/Parks_and_Recreation.aspx). This approved list includes only vendors who have met all Health Department license and insurance requirements in advance. Before the event, the event holder is required to notify the CCC office about any arrangements made pertaining to vendors. Proof of general liability insurance is required for commercial vendors. Fees apply, see Section 1.4c: Incidental Expense & Fees.

### c. Mesa County Health Department Requirements

**Health Department Regulations for show promoters who will have more than four (4) food/beverage vendors and/or 1,000 or more expected event attendees** needs to submit an Event Coordinator's Plan Review form to the Mesa County Health Department. **The application must be received by the Health Department at least 30 days in advance of the event.** A processing fee will apply. The application forms can be downloaded from: [www.health.mesacounty.us/environment](http://www.health.mesacounty.us/environment) or call 970.248.6962 for more information. Event holder is responsible for payment of any required fees to the Mesa County Health Department.

The Mesa County Health Department requires all food vendors to have a current Colorado Retail Food Establishment License and have completed the Health Department's Licensed Vendor Temporary Event Information form in advance of the event. Food vendors without a current Colorado license must contact the Health Department to begin a plan review process to obtain a license. Nonprofit organizations serving food are required to contact the Mesa County Health Department in advance of any planned food service at the Fairgrounds. A document of approval from Mesa County Health Department must be provided to CCC upon completion of documentation and prior to event.

**d. Glass Containers**

Glass drinking containers are prohibited on the Community Center property.

**e. Commercial /Non-Food Vendors**

Promoters may bring commercial vendors into any event if arranged in advance, with a fee paid to the CC. Proof of general liability insurance is required for commercial vendors.

**f. Raffles, Collections, etc.**

No collections, whether for charity or otherwise, shall be made or attempted without the prior written consent of the CC. Raffles are governed by the State of Colorado. If a raffle is held for any cause, they Event Holder must secure a license from the Department of State, State of Colorado. A copy of the license must be presented to the CC at least ten (10) days prior to the event.

## **1.8 Health, Safety, & Environment**

**a. Accidents & Injuries**

When accidents and/or injuries occur, it is imperative that first aid be administered at once. Notification should then be made to any emergency services either on property (if available) or by calling 911 if not available.

If security services are employed, notification should be made to the head of security at that time and any paperwork completed as required. If there is no security employed, please contact the CCC Staff at 970-244-5920. Complete any required documents at that time.

**b. Fire Regulations/ Unobstructed Travel**

Fire regulations and codes are strictly enforced by the Grand Junction Fire Department. If you have any questions, please contact the Grand Junction Fire Department at (970) 244-1400. The CCC also maintains final approval of all legal activities at the Community Center.

Exits, aisles, ramps, corridors, and passageways shall not be blocked nor have their required width obstructed in any manner by concessions, chairs, equipment or anything whatsoever; nor shall they be blocked by persons. Parking which obstructs roadways, right of way, or fire lanes is prohibited at all times.

**c. Occupancy Limits**

Admission tickets sold at the CCC must not be in excess of the seating capacity of the premises granted under each Use License. Due to safety concerns, occupancy levels are set by CCC, Mesa County, and the Grand Junction Fire Department, and any other applicable codes and regulations.

**d. Supervision of Activity**

The event manager from your organization will be responsible for assuring supervision of all activity and the conduct of all persons connected in any way with the activity while they are on the Community Center property. The event manager also has the right to limit access to the facilities they have rented for their event.

**e. Law Enforcement**

All rules, regulations, and policies of the CCC are enforceable by Mesa County Sheriff and any contracted security service in accordance with Colorado Revised Statutes 29-7-101 and as directed by the Mesa County Board of Commissioners.

Some events require the presence of Mesa County Sheriff’s Deputies. The CCC will coordinate with the event holder to arrange for Mesa County Sheriff Deputies for these events in accordance with the chart below. All expenses for law enforcement will be billed to the event holder.

**f. Security Officers**

Many events require security officers on site during the event, see table below for guidelines. Any event in which alcohol is served requires security and liability insurance. The CC will provide a list of pre-qualified security companies. Security companies must be pre-qualified in order to perform at the Community Center.

**g. Security Requirements**

The establishment of security requirements for an event will be made by the CCC staff if necessary for the orderly operation of activities held at the CCC. These security guidelines are established for the protection of life and property while events are in progress and may include officers before, during, or after events. Security is required anytime alcohol is served or consumed at an event and if firearms are displayed and/or sold as part of the event. Security services are required at private or family events in the Gym and/or other locations on site where alcohol is given away regardless of the number of attendees. Some events may be required to have security regardless of alcohol use at the discretion of the CCC. All security costs are borne by the promoter/renter of each event, and arrangements are to be made by the promoter/renter. Proof of the arrangement is required in advance of the event as part of the Use License.

Security will cover all areas of each event, including but not limited to buildings, restrooms, parking lots, entrance and exit areas, any and all other areas, and any adjacent or associated areas. Security guards or law enforcement must be present prior to the beginning of the event and must remain until all crowds and traffic are dispersed and evacuated.

**General Guidelines for Security and Law Enforcement**

Attendance	No Alcohol Served		Alcohol Served	
	Security	Law Enforcement	Security	Law Enforcement
1 - 250	0	0	1-2	0
251 - 500	0	0	2-4	0
501 - 1000	0	0	4	0
1001 - 2000	4	2	6	2
2001 +	6	2	8+	2+
Each event will be evaluated by the CC staff and specific requirements determined on an event by event basis.				

**h. Parking on the Community Center**

Parking lots are reserved for event parking and CCC business only; any other use must be approved in advance and appropriate fees (if applicable) paid. Multiple Events may be conducted simultaneously at the CCC. Specific facilities have parking areas assigned to them. Special arrangements are necessary if additional parking is required.

For the safety of all users, and in compliance with local and state codes/ordinances, no parking is allowed in fire lanes or where otherwise posted "No Parking." Vehicles found in violation of this policy will be towed away at owner's expense. Please observe any posted speed and traffic signs. Speed limit on the CCC property is 10 mph unless otherwise posted.

**i. Not Permitted for Truck Parking**

The CCC is not zoned or permitted as a truck stop. Truck, Trailer, and RV parking is allowed ONLY as associated with an event on site. Overnight or daytime parking of tractor-trailer rigs or other large vehicles is not allowed. Violators will be towed.

**j. Park at "Your Own Risk"**

Mesa County shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on County property.

**k. Dogs/Pets**

Dogs and other pets are welcome at the CCC, but must be on a leash at all times while on Mesa County property. Owners are required to clean-up and properly dispose of all manure left by their animals. However NO tied-up or penned pets vendor booths, or elsewhere. Owners of barking dogs or pets perceived to be dangerous will be asked to remove the pet from the property

**l. Weapons, Firearms and Fireworks**

All firearms, and weapons used, demonstrated, discharged or for decoration as part of a licensed event must be approved by the CCC. Law enforcement officers and licensed security personnel are exempt from these requirements. Persons or organizations allowed to bring firearms or weapons on the premises must comply with all laws, rules, regulations, permits or other requirements, including on-site security arrangements.

**m. Marijuana & Illegal Substances**

Federal law still prohibits marijuana use despite the recent passage of Amendment 64 in Colorado. Additionally, Mesa County Ordinance 11 prohibits many other marijuana activities within unincorporated Mesa County which is where the CCC is located. For the foregoing reasons, and because the CCC building and grounds are open to invitation to the public and Amendment 64 prohibits marijuana use "publicly," marijuana use is strictly prohibited at the CCC. Likewise, possession, consumption, sales, etc., of any type of illegal substance may result in criminal prosecutions, ejection from the CCC, and immediate termination of the event if the violation rises to the level of a nuisance per the CC administrator.

It is the responsibility of the LICENSEE who signs the agreement to see that this provision is not violated. As set forth above for Community Center visitors, and as extended herein: Violations by the licensee, or anyone associated with the licensee's event or organization may result in the immediate termination of the license and loss of the damage deposit. Moreover, the Licensee, the event and all associated parties may be required to vacate the premises immediately and risk criminal prosecution.

**n. Smoking**

Pursuant to Resolution MCM #93-39, smoking is prohibited in any enclosed area of the Community Center. Any violation of this policy will precipitate the eviction of the person or persons involved. Event Holders shall make public announcements as to the "no smoking" policies of the property.

**o. Hazardous Waste**

The event holder agrees not to have in their possession, collect, distribute, dispose, release, or otherwise discharge, any toxic or hazardous waste as defined by Mesa County and Federal Law. Violation of this provision will subject the tenant to fines of at least \$500 for each infraction and shall be deemed in breach of the Facility

Rental Agreement and subject to immediate termination of the Facility Rental Agreement and removal from the Community Center property.

**p. Liquid Petroleum**

Under NO circumstances will liquid petroleum (propane, butane, etc.) be allowed in the Community Center building or outdoor structure.

## 2. Building

### 2.1 Community Center Gym

The Gym may be rented for meetings, weddings, trainings, trade shows, merchandise sales, and educational seminars or other uses. The Gym has heating and air-conditioning and is available for year-round use. The Gym is divided, and may be rented in three ways: (1) entire gym, (2) 2/3 of the Gym or (3) 1/3 of the Gym.

#### **Basketball Court**

Includes restrooms, heating/cooling, kitchen, tables, chairs, electricity and lighting. The Basketball Court includes use of the kitchen which can be used for limited food preparation only. The kitchen includes a commercial refrigerator, sink, hand sink, gas cook stove, commercial warmer, and microwave. On occasions when the 1/3 or 2/3 of the Basketball Court is already rented by another party, staff may negotiate a \$50 discount for use of the remaining side, only if the two functions will not conflict.

<b>Basketball Court</b>	(banquets, meetings, trade shows)	332 max capacity	Kitchen, tables/chairs Bluetooth Speakers
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#### **Meeting Room**

Includes tables, chairs, electricity and lighting. The Show Office is intended for use with events occurring in the covered arenas, but when not occupied for a show, this space can be used for meetings or small gatherings.

<b>Meeting Room</b>	Meetings				Tables & Chairs, projector & screen
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## 2.2 Building Policies and Procedures:

*Note: All policies of this Event Holder's Guide apply to all events, and it is the Event Holder's responsibility to know and understand all policies. This section includes only those policies most commonly associated with Building use for convenience of the user.*

### a. Event Setup

Event setup and tear down, including setup/tear down of tables and chairs, signs, etc., is the responsibility of the event holder. CC may be able to provide set up and tear down services for your event. Contact the office to discuss specific fees, needs, and staff availability. Please refer to the incidental charge sheet.

Facility Alterations: Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

### b. Event Setup Days

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Gym:** Half price for any setup day or tear-down day, and must be reserved in advance.

### c. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description
<b>GYM</b>	Basketball Court and restrooms. Kitchen available. Tables and chairs are provided, but not set up for you.
<b>Meeting Space</b>	Meeting space, restroom. Tables, chairs, projector and screen are available, but not set up for you.

### d. Equipment on Clifton Community Center

Operation of County Equipment: Use of equipment owned by Mesa County and DCC, is at the discretion of the Community Center Management.

Non-County Owned Equipment - Personal equipment brought to CC for operation, for modifying or must be approved by the Community Center management in advance. All work performed on the facility must be approved in advance, and presented in detail to the Fairgrounds Management. The Event Holder will pay any repairs for damage that might be caused due to work, whether it is approved or not approved. Prior to the commencement of any work on CCC property, proof of insurance must be filed with the CCC and be approved by the Community Center and/or the Mesa County Risk Management Department.



### 3. Outdoor Shelter

**3.1** . The outdoor area features rich turf and a metal-roofed shelter on a concrete pad between the Community Center and the Library. The gazebo may be used as a picnic shelter, concert space, or gathering site, and has electricity. Vendor power is available making this space excellent for small festivals, or concerts.





### 3.2 Shelter Policies and Procedures:

**a. Passive & Unscheduled Park Use**

The outdoor shelter at the CC is available for passive use, playing, and dog-walking. Scheduled events and organized activities for groups in the pavilions are scheduled through the Community Center office and take priority over individual passive park use. To reserve a specific time, call the CC office.

**b. Event Setup**

Event setup and tear down, including setup/tear down pedestrian fencing or other fencing, canopies, or other equipment is the responsibility of the event holder. CC may be able to provide other set up and tear down services for your event. Contact the office to discuss specific fees, needs, and staff availability. Please refer to the incidental charge sheet.

**Facility Alterations:** Event Holders shall not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any of the facilities. Special event requirements must be submitted in writing as part of the Facility Rental Application.

**c. Event Setup Days**

Event Setup and Tear-Down Days will be charged to the event holder as follows:

- **Parks and Parking Lot Events:** One free setup day allowed; tear-down must occur immediately following event. Any other setup or tear-down days will be billed to event holder at half price, and must be reserved in advance.

**d. Facility Setup Standards**

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description (what to expect)
Outdoor Shelter	Trash cans available and clean. Grass mowed. Sprinkler lines identified (as necessary) and turned off during event. Tables and chairs are not available.

## 4. Parking Lots

### 4.1 Parking Lot Events and Parking Lot Use

These lots are available to be used as event support and are generally designated for specific facilities. In some cases parking lots are rented as an event venue.

#### PARKING SPACES FOR CARS:

LOT	SURFACE	USER DESIGNATION	CAPACITY
Main Lot	Asphalt	Community Center	94 spaces, 9 ADA with 5 van accessible

#### a. Facility Setup Standards

The base fees stated in this guide are for each facility with a standard set-up. Standard set-ups for each facility are listed below.

Facility	Standard Set-up Description (what to expect)
All Parking Lots	Asphalt parking lots clean and swept (as necessary). Dirt parking areas free of debris. Tables and chairs are not available.

#### b. Lighting

The Main Lot is lighted for evening events, and lights are turned off once the lot is cleared. Event Holders with an event in the parking lot may request lighting in advance by contacting the CC office, for a fee.