

# ISLAND GROVE RULES HANDBOOK



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## ADMINISTRATIVE GUIDELINES: CITY FACILITIES AND VENUES BOOKING

City staff booking entertainment into any City facility or venue mirrors the process followed by many public venues throughout the country. The operational management seeks out and schedules events that reflect the venue's purpose, mission, and design, using advisory boards as sounding boards. In regards to outside requests to reserve a City venue, the operational management may deny such request based on the following: ( 1 ) unpaid balances owed to the City venue or similar venues that are known to the City, ( 2 ) past history or reputation of disruptive incidents in a City venue or similar venues, ( 3 ) when an organization, individual, or event has been misrepresented in its identity, nature, and/or content, ( 4 ) when the requesting organization or individual violated laws, ordinances, rules and regulations, or the contract provisions and/or acted or operated in a manner which constitutes a nuisance and/or disturbance, ( 5 ) in the opinion of the operational management that the request may cause undue or unusual damage to the City venue, ( 6 ) may cause in the opinion of operational management security concerns, ( 7 ) the request conflicts with a similar request previously scheduled on or near the venue, and/or ( 8 ) in the opinion of operational management the event will not take place causing a loss of revenue to the facility.

Operational management denials may be appealed to the Culture, Parks and Recreations Department Director or the Director's designee.

It is the City of Greeley's policy to allow the use of facilities owned by the City of Greeley and Weld County and Island Grove Regional Park on a rental basis.

### **Rental or Use Endorsement**

The rental and use of City facilities shall not constitute an endorsement by the City of Greeley of an organization or group, or any particular issue or perspective related to programs presented in the facility.

### **Federal, State Laws, City Ordinances**

Any group or organization using City facilities or venues shall comply with all federal, state, and local laws and regulations.

### **Insurance**

For public events, the Tenant shall obtain and maintain full force and effect during the Tenant's use and occupation of the facilities, at the Tenant's sole expense, sufficient general or public liability insurance.

The Tenant shall furnish the City, thirty (30) days before the Tenant's occupancy of the facility, a copy of said policy of insurance. Failure to provide insurance within the stated time shall terminate the rental agreement immediately.

More information is available on page 7

## BOOKING RULES

- 1) Booking events on dates not secured by annual user groups is done on a first-come, first-served basis 6-12 months in advance depending on facility and/or event type. For more information contact the Scheduling Office.
- 2) It is the policy of the City of Greeley to allow the use of facilities owned by the City of Greeley and Weld County at Island Grove Regional Park on a rental basis to groups when such rentals do not interfere with the schedules of annual user groups, both public and private.
- 3) All tenants of the Island Grove Regional Park complex, all ground facilities, and premises (including annual events) are reminded that it is their sole responsibility to initiate and complete proper forms for event bookings for future facility usage. Annual users must notify the Island Grove Regional Park Events Coordinator in writing or email to reschedule their annual event no later than 2 weeks after their current event. Failure to do this may result in forfeiting of any rights of priority option for rental. The City of Greeley will not be held responsible for complying with this policy.

## FEES & DEPOSITS

- 1) Fees for Island Grove Regional Park are approved each year by the Greeley City Council during the budget process. These rates are in effect from January through December of the following year. All charges will be at the rate established for the year when an event is held.
- 2) The down payment will be applied towards Lessee's total rental fee, the remainder of the rental fee is due in full no later than 30 days prior to the reservation date. A late fee of \$50 per week will be applied if rental fees are not paid in full at least 30 days prior to the reservation date.
- 3) All fees related to tickets, entries, food and RVs are due within three weeks after the event's end date. A \$50 per week late fee will be added per week if payment is not received by this deadline.
- 4) For large events (ex. Dog Shows, Trade Shows, etc.) that are requesting to book 2 or more years in advance, a 10% booking fee will be added to the current rental rate of the facilities up to 3 years in advance.
- 5) Fees for the day before and after an event that is strictly for setup and teardown only are available for a discounted rate and will be limited to half-day access (6 hours maximum)
- 6) If a disturbance occurs, and the Police Department is called, the event will be closed and everyone will be evacuated. This is a rule, no matter what time it is, and all rental fees will be forfeited.
- 7) Rebooking fee- \$50 fee over 90 days prior to the event. Under 90 days will result in cancellation and the cancellation policy will apply. Up to the discretion of the park manager and scheduling coordinator
- 8) CANCELLATION POLICY
  - Bunkhouse, Buckle Club, Poudre River Pavilion, Platte River Pavilion, Grass Areas, Parking Lots, Saddle Club, and Conference Room Rentals:
    - If canceled over 90 days prior to the event: Refund all but \$200 of monies paid
    - If canceled 61-90 days prior to the event: Refund all but \$250 of monies paid
    - If canceled 60 days prior to the event: NO REFUND
  - Arena, Event Center, Exhibition Building, 4H Building and Livestock Barn:
    - If canceled over 120 prior to the event: Refund all by \$550 of monies paid
    - If canceled 91-120 days prior to the event: Refund all but \$750 of monies paid
    - If canceled 90 days prior to the event: NO REFUND
  - Big Thompson & Mt. Elbert Pavilion: NO REFUND
    - \*\* In the event of inclement weather, no refund will be given for pavilion rentals\*\*

- 9) All events hosted at Island Grove Regional Park that require admission or participant fees are subject to the following fees. This fund is dedicated to enhancing the facilities and addressing emergency repairs.
- Participant/Entry Fees
    - All Entries: \$1.50 each
  - Admission Fee
    - Events charging \$6.00 or less: \$.50 each
    - Events charging \$6.01 or more: \$1.50 each
    - Non-profit events: \$.75 each
- 10) Changes for the Event Center color scheme lighting will be charged an additional fee of \$25 per light change
- 11) All events that charge for booth space will be assessed a \$10 fee per booth.

## GENERAL RULES AND PROCEDURES

- 1) Island Grove facilities are closed and not available for rent on Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
- 2) Lessee will be responsible for all damages to the property, except natural wear and tear occasioned by reasonable and careful use thereof.
- 3) Lessee will be responsible for setup and rough clean up. Set up by Island Grove staff is available for an additional fee.
  - Lessee will be required to pick up all trash and place trash in the appropriate containers including picking up trash in the parking lots and surrounding areas outside.
  - Lessee is responsible for cleaning out horse stalls used and removal/disposal of livestock bedding.
  - Events that generate excessive trash that require extra trash removal by Island Grove's trash provider must pay an additional fee.
  - Island Grove staff is responsible for taking down and stacking tables and chairs.
- 4) Island Grove may require the Lessee to furnish security during its activity. Lessee will provide the staff and other personnel (i.e. Audio/visual technician, security, ushers, announcers, signor for hearing impaired, etc.) to conduct its activities in the facilities.
- 5) Reserved parking for the C.S.U. Extension office and Greeley Stampede staff must be maintained. Violators will be towed at Lessee's expense.
- 6) Island Grove Operating Guidelines
  - Hours of Operation
    - Monday-Thursday: 6:30 a.m. to 10:00 p.m.
    - Friday-Saturday: 7:00 a.m. to 12:00 a.m.
    - Sunday: 7:00 a.m. to 10:00 p.m.
  - Facility Closing Times:
    - Buildings will be locked no later than 10:00 p.m. Sunday-Thursday and 12:00 a.m. Friday-Saturday.
    - For events serving alcohol, liquor service must end by 8:45 p.m. Sunday-Thursday and 10:45 p.m. Friday-Saturday. All other activities must stop one (1) hour before closing time.
  - Rental Period Guidelines:
    - The rental period begins when the facility opens for the Lessee, not when the event starts.
    - The rental period ends when all occupants have exited and doors are locked.

- Vacating Requirements:
    - All facilities must be fully vacated by closing time, including removal of personal items, decorations, entertainment equipment, and rough trash. Failure to vacate on time will result in a charge of \$50 per minute.
    - For larger events needing extra load-out time, contact the Scheduling Office to discuss options.
- 7) Lessees may not post or exhibit any signs, advertisements, show bills, posters, or cards of any description in or on the facility without prior permission from the Island Grove Division Manager.
  - 8) The City of Greeley and Weld County are not responsible for items left at Island Grove Regional Park facilities
    - Items left after an event may be removed or stored off-site at Lessee's expense, as arranged by the Division Manager.
    - Lessee releases the City of Greeley from all claims for loss or damage arising from such removal or storage.
    - Drop shipments can be arranged case-by-case. Contact the Scheduling Office for details.
  - 9) Lessees may not undertake any plumbing, electrical, carpentry, or mechanical work on any of the facilities without prior authorization of the Island Grove Regional Park Division Manager.
  - 10) City of Greeley staff members will be in uniform and have identification/name tags allowing them entrance to all areas of the facilities except where there is danger or when it would interfere with the program or performance (identifications are not to be used for seating).
  - 11) Decorations & Special Effects Guidelines
    - Prohibited items: Nails, tacks, duct tape, fake snow, glitter, confetti, balloons containing confetti or glitter, powder/confetti canons, and silly string are not allowed in any facility.
    - Recommended items: command strips are strongly recommended for decorating.
    - Balloons: helium mylar or latex balloons are allowed but may incur a \$25 fee for damages caused by balloons or strings. Balloons with confetti or glitter inside are strictly prohibited.
    - Helium Tanks: Helium tanks must be removed after the event; failure to do so will result in the forfeiture of the damage deposit
    - Pyrotechnics & Special Effects
      - Approval Required: All pyrotechnics, including sparklers, cold flame sparklers, and fireworks require a permit from the Greeley Fire Department (GFD)
      - Consequences: Failure to provide a GFD permit will result in forfeiture of your damage deposit and may lead to the event being shut down.
      - Allowed Effects: Water-based fog machines are permitted.
    - Gender Reveal Activities: Must be approved in advance by the Scheduling Office. For more details or questions, contact your Scheduling Coordinator.
  - 12) Pinatas, mechanical bulls, and water balloons are not permitted in the park areas. Canopies may be used but they will need to be weighed down. Stakes are not permitted.
  - 13) Bounce houses are allowed both indoors and outdoors but must be rented through a licensed company.
    - The rental company must contact the Scheduling Office at least two weeks for the reservation date.
    - Stakes are prohibited; bounce houses must be securely weighed down.
  - 14) All exits must be unobstructed according to the City of Greeley code, and the exit signs must be in clear view to occupants in the buildings.

- 15) Island Grove management prohibits the possession of firearms without a permit in compliance with the Colorado Revised Statute (C.R.S) 18-2-214 (Concealed Carry). Island Grove management retains the right to restrict the carrying of concealed weapons into buildings or portions of facilities that are not open to the public. Island Grove management reserves the right to limit the carrying of concealed weapons on the grounds and into all buildings at Island Grove Regional Park, which have been leased, whether permanently or temporarily, to a private tenant.
- 16) Use of satellite waste collection site (RV Dump) is regulated under the authority of the Greeley Municipal Code section 20-421. The discharge of waste that causes pollutant pass through or treatment interference with the Greeley water pollution control facility is prohibited.

## INSURANCE

- Lessee agrees to indemnify, hold harmless and defend the City of Greeley, City Council, Weld County Board of Commissioners, and all employees and agents thereof, for any damage to either property or persons resulting from accidents, injury, or other incidents resulting from Lessee's use of the facility. Notwithstanding the preceding and in addition to any insurance coverage carried by Lessor.
- Lessee further agrees to indemnify, hold harmless, and defend the City of Greeley and Weld County for all damages resulting from accidents, injuries, or other incidents caused in whole or in part by any negligent act or omission of Lessee, or anyone directly or indirectly employed by Lessee, or whose act for which Lessee may be liable unless the City of Greeley grants a waiver of insurance.
- Lessee agrees that before using said facilities, it will furnish the Lessor with proof of insurance satisfactory to the City of Greeley, Director CPRD. Such insurance will include contractual liability coverage and will provide insurance in the following amounts:
  - **PUBLIC EVENTS:**
    - A comprehensive general liability insurance policy with minimum limits of \$1,000,000 to \$5,000,000 combined single limits for each occurrence.
    - Worker's compensation and employer's liability insurance, which will cover the obligations of the Tenant, per the provisions of the Worker's Compensation Act, of Colorado, as amended (Art. 40 to 47 of Title 8, C.R.S)
  - **PRIVATE EVENTS**
    - Liability insurance that includes coverage for bodily injury with a minimum limit of \$1,000,000 combined single limits for each occurrence may be required.
  - **FOR PUBLIC AND PRIVATE EVENTS WITH SPECIAL EVENT PERMITS FOR ALCOHOL**
    - Alcohol is sold by a licensed concessionaire only. Insurance for events where alcohol is served will be provided at Lessee's cost as a service by the concessionaire.
      - At least two weeks before the scheduled event, Lessee will provide a certificate(s) of insurance to the City of Greeley/ Island Grove Regional Park, demonstrating that the insurance mentioned above requirements have been met and that such policy or policies will be in effect throughout the contracted period and at such times before that the contracted period as Tenant may reasonably expect to be conducting activities within the area of leased facilities.
  - **EVENTS WITH LIVESTOCK AND AUTOMOBILE/MOTORCYCLES**
    - A comprehensive general liability insurance policy with a minimum limit of \$5,000,000 combined single limit for each occurrence. These events must meet the approval of the City of Greeley's Safety Manager.

## CATERING/ CONCESSIONS FEE

- **PRIVATE EVENTS**

- A surcharge of \$1.00 per person will be added to all contracts for private events where food is served.
- Renters are welcome to bring their own food or choose any caterer they prefer.
- Events with fewer than 100 attendees serving homemade food are exempt from the surcharge.
- If food is provided by a catering company or other food establishment, a fee of 15% of the total food bill or \$1.00 per person, whichever is less, will be applied.
- For specific details or inquiries, please contact our Scheduling Office.

- **PUBLIC EVENTS**

- Food vendors at public events will be charged 15% of their total food and beverage sales.
- All vendors must contact the Scheduling Office at least two weeks before the event and be approved to participate.
- The City holds the authority to approve all caterers and concessionaires that sell or distribute food, beverages, and other merchandise.
- All vendors must comply with Weld County Food Safety regulations and obtain the necessary permits as required.

- **EXEMPTIONS:**

- Events where food is donated or those that offer tastings and charge an entry fee (e.g. the Colorado Oil and Gas Chili Cook-off) are exempt from these fees.
- 4-H groups or clubs providing food services at events will also not be subject to this fee.
- For further information or to obtain the necessary permits, please contact the Weld County Health Department at HE-tempevents@weldgov.com or call 970.400.6415. Additionally, for event-related inquiries, please reach out to our Scheduling Office. We are here to assist you in making your event a success!

## ALCOHOL POLICY

- **SERVING AND SALE OF ALCOHOLIC BEVERAGES:**

- Alcoholic beverages may only be served or sold at Island Grove Regional Park by our licensed liquor concessionaire or through a special event permit.

- **LICENSED LIQUOR CONCESSIONAIRE:**

- Park Concessionaires                      Phone: 970.576.2044

- **INSURANCE REQUIREMENTS**

- The liquor concessionaire is responsible for obtaining insurance for events where alcohol will be served. Please note that a service fee may apply.

- **SECURITY FOR ALOCHOL-RELATED EVENTS:**

- Professional security is required for events serving alcohol. Contact Deb Nelson at Park Concessionaires to arrange both alcohol service and security.
- After the event, two security guards must remain onsite until all individuals (including band members, decorators, and vendors) have left the premises.
- **External alcoholic beverages are strictly prohibited.** Bringing outside alcohol into the facility will result in immediate event closure, evacuations and forfeiture of all rental fees, including the damage deposit.



## FIRE AND LIFE SAFETY REQUIREMENTS

### FOR ALL EXHIBITORS PARTICIPATING IN SHOWS AT ISLAND GROVE REGIONAL PARK

City of Greeley Fire Department  
1155 10<sup>th</sup> Avenue, Greeley, CO 80631  
970.350.9500 or 970.350.9510

#### POLICY FOR PUBLIC DISTRIBUTION

This policy is meant to provide necessary information for the most common conditions and situations. A permit and plan review are required for events held at Island Grove Regional Park. Questions can be addressed to the Fire Department by calling 970-350-9500 between 8 am and 5 pm, M-F.

1. A sponsor of a show may be required to submit both a floor and site plan to the City of Greeley Fire Department a minimum of 10 days before the event.
2. All exits from the buildings will remain unlocked and free of obstructions while the building is occupied. Exit signs must remain visible. A 48-inch aisle to exit doors will be maintained inside and outside of buildings.
3. There will be no spraying of flammable or combustible paints or primers. This includes, but is not limited to, aerosol cans. All paint or chemical touch-ups must be done before arrival at City or County-owned property.
4. When displaying motorized equipment inside any parking facility, the equipment shall have:
  - a. At least one battery terminal disconnected.
  - b. Fuel tanks will contain less than 5 gallons or be less than one-fourth full, whichever is less.
  - c. Fuel tanks will be sealed to prevent the escape of vapors.
  - d. Fuel systems will be free of all leaks.
  - e. Absorbent padding must be placed under all oil leaks. No granular oil absorbent is allowed.
5. All fire extinguishing equipment must be unobstructed and visible.
6. All drapes, hangings, curtains, drops, and other decorative material, such as hay or straw, etc., will be treated or maintained in flame-retardant conditions. A certificate or further acceptable proof of fire-retardant treatment will be provided to Fire Prevention personnel.
7. The sale, display, storage of gun powder (smokeless or black) are not permitted on the City of Greeley property.
8. Demonstrations or operation of any heat-producing devices or sources of ignition, including but not limited to heaters, stoves, barbecue, candles, torches, lanterns, internal combustion engines, or any other open flame, must be approved by the Greeley Fire Marshal. No fireworks or other open flames will be allowed unless said devices have a permit issued by the City of Greeley Fire Department. (Permit information is available through the Fire Department. The permit application requires 48 hours advance notice before an event. The inspection of fireworks can take place up to two hours before an event.)
9. No liquid petroleum gas will be allowed in the buildings. All outdoor liquid petroleum gas requires a special permit from the Fire Department.
10. Compressed gas cylinders must be secured in all areas, especially food preparation areas.
11. Smoking is not permitted in any City of Greeley or Weld County building or Arena Grandstands.
12. Guests may smoke outside any building in accordance with building signage.
13. No parking is allowed on posted fire lanes. Any unattended vehicle in a fire lane will be ticketed or towed at the owner's expense.
14. No parking is allowed within 20 feet of a fire hydrant. Nothing will be attached to fire hydrants; fire hydrants will always remain fully visible.
15. All electrical hookups will be made by a licensed electrical contractor.
16. No glass containers are allowed in Island Grove Regional Park. (Greeley Municipal Code #13.40.055 Ordinance N)