

Lake County Government Usage Policies and Fees for County Owned Facilities

Current as of May 31, 2011

Welcome to Lake County Government! This guide is intended to provide information for individuals and organizations interested in renting or using a County-owned facility for a meeting or event. Beyond facility-specific policies, this document also includes:

- General information regarding Leadville and Lake County ordinances
- Practical information for individuals planning large public events in Lake County
- A fee schedule for supplemental goods and services provided by Lake County
- Contact information for key agencies and personnel
- A blank *Facility Rental Request* form

Rental requests for County-owned facilities are processed through the Lake County Recreation Department, located in Room 105 of the County Court House. You may also contact the Department at 719-486-7486 or pfrykholm@co.lake.co.us.

Lake County collaborates closely with the City of Leadville and other agencies to facilitate many public events. Street Closures for events within Leadville city limits must be approved through Leadville city government. Special Event Alcohol Permits are also processed through Leadville city government. You may contact the City at:

800 Harrison Ave., Leadville CO 80461
719-486-2092 (phone) or 719-486-1040 (fax)
admsservices@leadville-co.gov

The Lake County Board of County Commissioners reserves the right to deny rental requests and/or adjust the facility rental policies and fees listed in this document.

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General Event Information

Open Container Law and Alcohol Permits

When considering an event, please be aware that according to Leadville municipal statute, “It is unlawful for any person to possess an alcoholic beverage in an open container in any motor vehicle or public place within the city, except...within establishments licensed by the city to sell such beverages for consumption upon the premises....” To obtain a permit to sell or serve alcohol at an event, you must go through the City of Leadville’s permit process.

Other Ordinances

Depending on the nature, location and size of your event, additional noise, lighting, curfew, alcohol, tobacco, security, or other restrictions may be enforced.

Portable Toilets

For events with large attendance, you may be required to provide additional portable toilets. For each facility listed in this guide, you will see the number of toilets typically available at each location. If portable toilets are required, you must show proof of rental before a lease can be signed. Please consult with local providers to estimate the number of toilets you will need.

Road Closures or Event Crossings

If your event involves 1) closure of a road, 2) traffic control for spectator/participant crossings, 3) usage of a roadway for running or cycling, or 4) a significant number of spectators/participants driving simultaneously from one location to another, you must contact the relevant agencies to obtain all necessary permits and safety information. For City roads, please contact the Leadville City Street Department (719-486-1166) and the Leadville Police Department (719-486-1365). For State Highways (not including Harrison Avenue in downtown Leadville), please contact the Colorado Department of Transportation (303-757-9011) and Colorado State Highway Patrol (719-539-4816). For County roads, please contact the Lake County Public Works Department (719-486-0259) and Lake County Sheriff (719-486-1271). For closures of Harrison Avenue/Highway 24 through downtown Leadville, you must contact all of the entities listed above, starting with CDOT. You may be required to pay additional fees for the assistance of law enforcement with road closures/crossings.

Vendor Permits, Business Licensing, and Temporary Use Permits

Vendors at your event must be licensed and permitted to do business in the City of Leadville (if your event is within City limits) or in Lake County (if your event is outside of City limits). Information about these permits is available at the City Administration Office (719-486-2092) and the Lake County Planning and Land Use Office (719-486-2875) and the Environmental Health Department (719-486-2413).

Backcountry Events

Organizers of backcountry events should communicate and coordinate with Lake County Search and Rescue (719-486-3333) well in advance of their event. Special permitting through the US Forest Service, BLM, and other agencies may be required.

Supplemental Insurance

Depending on the nature and location of your event, supplemental insurance may be required.

Utilizing Grassy Areas

Please note that stakes may not be driven into the grass at any County park or facility. Also, it is incumbent on the renter to verify with Lake County Maintenance that all sprinkler systems are shut off during an event.

Fee Categories for Renting Lake County Facilities

Lake County assesses event and rental fees based on the type of entity organizing the event.

- **For Profit** usage includes any individual or organization receiving personal compensation through enrollment dues, entry fees, admission charges, product sales, etc. regardless of whether the individual or organization donates a portion of its proceeds to a community organization. *Examples include the Leadville Race Series (Trail 100) events, the TransRockies Run, etc.*
- **Exclusive, Non-Profit** usage includes any individual or organization that limits admission to or participation in its event, yet does not receive personal compensation through enrollment dues, entry fees, admission charges, product sales, etc. *Examples include reunions, private parties, private sports groups, etc.*
- **Inclusive, Non-Profit** usage includes events that are 1) open to all age-appropriate members of the general public; 2) publicized in local media; 3) free to all participants, or not more expensive than other similar community programs or events. *Examples include the Pumpkin Patch Fall Festival, local youth sports leagues, etc.*

A listing of rental fees can be found on page 18 of this document. For rental or usage of a Lake County facility, Lake County Government has sole discretion for determining an organization's appropriate fee category.

Please note that private companies seeking to use County property as a place of business are limited to ten total days of such activity per year, and three total days at any single location. This policy is in addition to the rental policies described herein.

Recurring Annual Usage

Organizations that use the same facility on a recurring annual basis will be offered the right of first refusal to continue using the same facility on the same date(s) or event(s). This privilege may be revoked if the organization is not fulfilling the terms of its lease, is causing damage to a facility, or is creating a public nuisance through the event. Organizations with recurring events are encouraged to communicate with the Recreation Department and secure the facility well in advance.

Additional Permits

Depending on the nature of your event, additional permits may be required. This is particularly true if your event is commercial in nature. Depending on the type and location of your event, you should consult directly with the relevant agencies listed below. It is your responsibility to know the laws and regulations governing events in Leadville and Lake County.

Bureau of Land Management	303-239-3600
Colorado Dept. of Transportation	303-757-9011
Colorado Mountain College	719-486-2015
Lake County Bldg. and Land Use Dept.	719-486-2875
Lake County Public Health Agency	719-486-2413
Lake County Public Works Department	719-486-0259
Lake County Recreation Department	719-486-7486
Lake County School District	719-486-6800
Lake County Search and Rescue	719-486-3333
Lake County Sheriff's Department	719-486-1271
Leadville City Government	719-486-2092
Leadville Police Department	719-486-1365
US Forest Service	719-486-0749

Facility: Airport

The Leadville-Lake County Airport offers a variety of services for private aviators as well as equipment manufacturers and testers. Please contact the airport directly for information on services and fees.

Leadville – Lake County Airport, 915 County Road 23
P.O. Box 952, Leadville, CO 80461
719-486-0307 www.lxvairport.com

Facility: Baker Field

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Dugouts, restrooms, press box, scoreboard, chalker, chalk, batters' box diagram, bleachers.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	ATV or tractor for infield grooming.
What services are <i>included</i> with the lease of this facility?	Basic trash removal. Infield/batters box chalking (one time before event). Infield dragging (one time before event).
What services are <i>excluded</i> with the lease of this facility?	Chalking or dragging during event.
Number of available restrooms:	There is typically one portable toilet at the field during the summer.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No vehicles parked on grass. No stakes in grass.
Known blackout dates/times:	Skyline Little League has priority use of the field.
Fee Category:	Category 1 (See page 18 for details)

Facility: BMX Pump Track and Jumps

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	None.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	None.
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	n/a
Number of available restrooms:	The County typically provides 1 portable toilet during the summer in the vicinity of Baker Field.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No motorized vehicles. No adjusting the track or building new features without written County permission.
Known blackout dates/times:	None.
Other information:	A public roadway passes directly by the pump track. Please contact the City of Leadville for information on closing this road for events.
Fee Category:	Category 1 (See page 18 for details)

Facility: Community Park Synthetic Turf Field

For comprehensive information about renting the synthetic turf field, including fees, please click on the following link or go to:

http://www.lakecountycolorado.com/recreation/sites/lakecountycolorado.com.recreation/files/FieldRules_1.pdf

The table below includes a *summary* of field rental information.

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Hourly only.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Stadium lights, soccer goals, football goalposts, team benches, restrooms.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Sports balls, sports equipment, use of maintenance garage and vehicle. Scoreboard and sound system may only be used only with special approval.
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	Field set-up, grooming, striping, plowing, etc.
Number of available restrooms:	2 male, 2 female. Closed wintertime.
Is basic power available and included with rental?	Yes. Power outlet is located on NE stadium light pole.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	There are dozens of prohibited items and activities. Please view comprehensive information at the link above. You will lose your damage deposit and may face other charges for violating field rules.
Known blackout dates/times:	The School District and Recreation Department have priority use of the field. The field is generally closed during major rodeo events.

Facility: Community Park Parking Lot

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Day.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Restrooms, water.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Maintenance building and vehicle, sound system, stadium lights.
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	Traffic facilitation, parking enforcement.
Number of available restrooms:	2 male, 2 female. Closed in wintertime.
Is basic power available and included with rental?	Yes. One outlet near rodeo grounds, one outlet on NE stadium pole.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	Motorized vehicle events (races, tractor pulls, etc.).
Known blackout dates/times:	Rodeo event weekends.
Other information:	Sections of the parking lot must remain open to other park and rodeo ground users.
Fee Category:	Category 2 (See page 18 for details)

Facility: Courthouse Interior

The Courthouse interior is not available for private rental. For information about using the building for a public meeting, please contact Patty Berger, Lake County Clerk and Recorder, at 505 Harrison Ave, P.O. Box 917, Leadville, CO 80461, 719-486-1410.

Facility: Courthouse Lawn

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Indoor restrooms may be available. Please consult directly with the Board of County Commissioners.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	2 male, 2 female (inside Courthouse)
Is basic power available and included with rental?	Yes. There is an outlet on the front of the building.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	Driving stakes into the lawn is prohibited, and will result in loss of deposit (plus additional fees if an irrigation line is hit).
Known blackout dates/times:	Trail 100, Skijoring, and Boom Days weekends.
Fee Category:	Category 1 (See page 18 for details)

Facility: Dutch Henry Tubing Hill

Currently, the tubing hill is not available for rental, nor is it approved for activities other than tubing/sledding.

Facility: Elm Street Park

Elm Street Park is not available for rental. Residents and visitors may use the park on a drop-in basis.

Facility: Harrison Park Baseball/Softball Field

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Dugouts.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Chalk, chalker, and batters' box diagram.
What services are <i>included</i> with the lease of this facility?	Basic trash removal. Infield/batters' box chalking (one time before event). Infield dragging (one time before event).
What services are <i>excluded</i> with the lease of this facility?	Dragging or chalking during an event.
Number of available restrooms:	1 male, 1 female.
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No motorized vehicle activities.
Known blackout dates/times:	Skyline Little League events have priority at this field during the summer. The Eagles softball tournament has priority during Boom Days weekend.
Other information:	Only County-authorized vehicles may be on the field.
Fee Category:	Category 1 (See page 18 for details)

Facility: Hayden Meadows Fishing Areas

The fishing areas may not be reserved for exclusive usage. This is an open public facility.

Facility: Ice Palace Park

Is this facility (or <i>part</i> of the facility) rentable?	The stage and amphitheater areas may be reserved. The playground equipment, restrooms and picnic tables may not be reserved for exclusive use.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Stage, seating areas, event tent (if already set up by County), restrooms, parking area.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	The playground equipment, restrooms and picnic tables may not be reserved for exclusive use.
What services are <i>included</i> with the lease of this facility?	Basic trash pickup.
What services are <i>excluded</i> with the lease of this facility?	Tent set-up (if the tent is not already in place).
Number of available restrooms:	1 male, 1 female
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	Vehicles may not park on the grass. No stakes into the ground. No camping.
Known blackout dates/times:	Greener Lead Festival in September.
Other information:	A portion of the parking areas must be reserved for the general public. Large events must notify the Mining Hall of Fame, and coordinate any logistics for the upper parking area.
Fee Category:	Category 1 (See page 18 for details)

Facility: Ice Rink (Winter Rentals)

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Rental is only by the hour. The rink may only be rented during times when there is not open public skating.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	The warming shack, restrooms, rink lights, sound system, microwave, rental skates, hockey goals, and hockey boards may be used.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	The sweeper, hydrant and ice-making equipment may not be used. Any additional equipment in the building (hockey equipment, food, beverages, skate sharpener, etc.) may not be used.
What services are <i>included</i> with the lease of this facility?	The County will make ice according to its regular winter schedule. Due to weather factors, we cannot guarantee fresh ice for your event. A desk attendant is included with rental of this facility. The attendant is the only person who may be behind the desk.
What services are <i>excluded</i> with the lease of this facility?	Guaranteed ice sweeping or ice making.
Number of available restrooms:	1 (shared male/female)
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No.
Known blackout dates/times:	The rink may not be rented during regular open skate hours.
Fee Category:	Category 3 (See page 18 for details)

Facility: Kendrick Park

Is this facility (or <i>part</i> of the facility) rentable?	Yes. This park is intended for outdoor group gatherings and is available by reservation. Advanced reservations may be made through the Recreation Department. On days/times when the park is not reserved, drop-in usage is allowed.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	All picnic tables, grills, restrooms, playground equipment, etc.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	All golf course buildings, portable toilets, etc.
What services are <i>included</i> with the lease of this facility?	None.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	There is typically one portable toilet located at Kendrick Park during summertime.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No open fires outside of designated BBQ and fire pits. No trespassing onto golf course property. No loud or disruptive music. No overnight camping.
Fee Category:	Category 1 (See page 18 for details)

Facility: Kiddie Corral

Is this facility (or <i>part</i> of the facility) rentable?	The grass portion of the park may be reserved. The playground equipment and restrooms may not be reserved for exclusive usage.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Restrooms.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Public parking on the street may not be reserved.
What services are <i>included</i> with the lease of this facility?	Basic trash pickup.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	1 male, 1 female
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No parked vehicles on lawn. No stakes into lawn.
Fee category:	Category 1 (See page 18 for details)

Facility: Leiter Field

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Dugouts, restrooms, press box, lights, scoreboard, chalk, batters' box diagram, bleachers.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	ATV or tractor for infield grooming.
What services are <i>included</i> with the lease of this facility?	Basic trash removal. Infield/batters box chalking (one time before event). Infield dragging (one time before event).
What services are <i>excluded</i> with the lease of this facility?	Chalking or dragging during event.
Number of available restrooms:	1 male, 1 female
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No vehicles parked on grass. No stakes in grass.
Known blackout dates/times:	The Recreation Department softball league has priority, as does the Boom Days softball tournament.
Fee Category:	Category 1 (See page 18 for details)

Facility: Leiter/Baker Field Parking Lot

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Day.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	None.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	All other buildings and facilities at the park complex.
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	Typically, in summertime, there is one County-provided portable toilet in the vicinity of Baker Field.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No motorized vehicle races.
Known blackout dates/times:	Circus, TransRockies Run
Fee Category:	Category 2 (See page 18 for details)

Facility: Library

Non-profit groups are eligible to use the Lake County Public Library meeting space for free. Please contact the library directly at 719-486-0569, or visit <http://www.lakecountypubliclibrary.org/index.htm> for information.

Facility: Mineral Belt Trail

Is this facility (or <i>part</i> of the facility) rentable?	No. The MBT is always open for non-motorized community use. Organizations may stage events on the MBT, but must keep in mind that the general public may be encountered at any time. Organizations staging an event on the MBT must contact the MBT Committee at 719-486-4110 and Lake County Sherriff's Department at 719-486-1271. If, in the opinion of the MBT Committee and/or Sherriff's Department, the event could cause harm to participants or other trail users (due to potential collisions, hazardous road crossings, or any other reason), the event organizer may be requested to find an alternative venue. Rental of parking areas adjacent to the trail (for example, at the Dutch Henry trailhead) may be available. Restrooms and other amenities along the trail may be utilized.
What services are <i>excluded</i> with the lease of this facility?	Winter trail grooming takes place regularly throughout the winter, but there is no guarantee that the trail will be freshly groomed before a scheduled event. Event organizers who wish to guarantee fresh grooming may purchase this service through the Road and Bridge Department. Please see the Services and Fees page.
Number of available restrooms:	There may be County-provided portable toilets along the trail. Also, the Community Park restrooms are typically open in the summer, and are located only 500 feet from the trail.
Are there any activities or items that are prohibited at this facility?	No motorized vehicles are allowed on the MBT, and no event may otherwise prevent general usage of the trail by members of the public.
Known events:	Leadville Loppet in February
Other information:	The MBT Committee encourages organizations utilizing the trail to make a donation to the trail maintenance fund. Information is available at 719-486-4110.

Facility: Mt. Massive Golf Course

While owned by Lake County, the golf course is independently managed. Contact the golf course directly for information about renting or reserving their facilities:

Mount Massive Golf Course, 259 County Road 5, Leadville, CO 80461-9753
719-486-2176 info@mtmassivegolf.com

Facility: Rocky Mtn. Bowmen Archery Range

While owned by Lake County, the archery range is operated and maintained by a local chapter of the Rocky Mountain Bowmen. Call 970-376-2426 for information about renting or reserving the facility.

Facility: Rodeo Arena

The rodeo arena is free for drop-in, non-profit, non-exclusive, shared recreational use. Local families and clubs (such as 4H) are welcome to use the facility free of charge during any time when the arena is not reserved for a special event. The information below pertains to individuals or organizations that wish to reserve the arena for exclusive usage, or use it as a place of business for equestrian-related lessons or services.

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Press box, speakers, lights, pens, gates, barrels, etc. Use of the groomer and tractor is by approval of the Lake County Road and Bridge Department, and may require additional fees.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	
What services are <i>included</i> with the lease of this facility?	If this is a one-time event, the County will groom the rodeo arena before the event. Basic trash pickup is included.
What services are <i>excluded</i> with the lease of this facility?	The County will not groom the arena for recurring usage (for example, weekly lessons). The County will also not groom the arena throughout the duration of an event. Removal of hay and

	manure is also not included with rental.
Number of available restrooms:	There is typically one portable toilet near the arena, and there are 2 male and 2 female restrooms located 500 feet away at the Community Park playground.
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	
Usage Fees for For-Profit Rodeo Events	
Damage Deposit	\$200
Fee Per Hour	\$100
Fee Per Day	\$500
Fee Per Additional Consecutive Day	\$250
Usage Fees for Lake County Businesses Offering Equestrian Lessons	
Damage Deposit	\$0
Fee Per Hour	There is a \$5 fee per horse per hour
Usage Fees for Non-Profit Rodeo Groups or Events (for example, rodeo events staged by Lake County Rodeo Association)	
Damage Deposit	\$200
Fee Per Hour	\$10
Fee Per Day	\$50
Fee Per Additional Consecutive Day	\$25
Usage Fees for Other Non-Profit Activities	
Damage Deposit	\$200
Fee Per Hour	\$10
Fee Per Day	\$50
Fee Per Additional Consecutive Day	\$25
Known blackout dates/times:	Lake County Rodeo Association rodeo weekend, Balloon Shoot weekend, Skijoring weekend.
Other information:	Supplemental proof of insurance is required for rodeo events and private equestrian activities at the rodeo arena. Cleanup of hay and manure following an event is required.

Facility: Rodeo Pens

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Day.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Water, electricity.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Press box, arena lights.
What services are <i>included</i> with the lease of this facility?	Basic trash pickup.
What services are <i>excluded</i> with the lease of this facility?	Manure and hay cleanup.
Number of available restrooms:	There is typically one portable toilet near the arena, and there are 2 male and 2 female restrooms located 500 feet away at the Community Park playground.
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	Motorized vehicle activity, or any other activity that could result in sharp or hazardous objects being left in the arena dirt.
Fee Information	Visitors passing through Lake County may board their livestock in the pens, provided there is available space and no rodeo events are scheduled. Space is on a first-come, first-served basis. Overnight trailer camping at the rodeo grounds is allowed, but only for individuals transporting livestock. Only one truck and trailer per party. All hay and manure must be collected and disposed of in the designated area. There is a \$10 fee per night per animal. Lake County assumes no

	responsibility for the health and safety of any boarded livestock. Livestock being used for rodeo events may be boarded at the rodeo arena by agreement with Lake County. Local residents or agencies in need of emergency short-term boarding must contact Lake County for approval at 719-486-7486.
Known blackout dates/times:	Lake County Rodeo weekend, Balloon Shoot weekend.

Facility: Senior Center Basement North

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Restrooms.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Upstairs facilities, shooting range.
What services are <i>included</i> with the lease of this facility?	Basic trash pickup.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	1 male and 1 female
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	
Known blackout dates/times:	The Veterans' Administration uses the basement on Mondays from 9am to 1pm, and on other occasions.
Other information:	The shooting range is not available for public rental at this time.
Fee Category:	Category 4 (See page 18 for details)

Facility: Senior Center Basement South

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Restrooms.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Upstairs facilities.
What services are <i>included</i> with the lease of this facility?	Basic trash pickup.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	1 male and 1 female
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	
Known blackout dates/times:	
Other information:	The room may not be rented for shooting events.
Fee Category:	Category 1 (See page 18 for details)

Facility: Singletrack Mountain Bike Trail Network

Is this facility (or part of the facility) rentable?	Yes. The County-owned sections may be rented. Note that some sections are contiguous with Colorado Mountain College property and trails, and separate permission would be required to use their trails for an event.
Is rental by the hour, by the day, or both?	Day.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features,	Deck.

buildings, etc. are <i>included</i> with the lease of this facility?	
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	No parking lots or trailheads are included with rental.
What services are <i>included</i> with the lease of this facility?	
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	None.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	No motorized vehicles. No trail building or altering without the written consent of Lake County Government and the Cloud City Wheelers.
Known blackout dates/times:	None.
Other information:	The Cloud City Wheelers build and maintain these trails as a service to the community. Organizations or individuals interested in staging an event on the singletrack trail network will be required to consult with the Wheelers before receiving event approval. The Wheelers' contact information may be found at www.cloudcitywheelers.org .
Fee Category:	Category 5 (See page 18 for details)

Facility: Sixth Street Gym

There are many policies and fees that are unique to the Sixth Street Gym. They are as follows:

Fees for Non-Athletic, Non-Recreational Usage: Including parties, banquets, meetings, registrations, ceremonies, dances, sales, shows, exhibits, fairs, concerts, movies, etc.

	Event/Damage Deposit ¹	Fee per Day ²	Fee per Subsequent, Consecutive Day	Supplemental Floor Fee ³	Security Fee ⁴
Private or For-Profit ⁵ Event Rental	\$500	\$500	\$250	\$100	Yes
Non-Profit Organization Event Rental	\$500	\$100	\$50	\$100	Yes

Fees for Approved Athletic/Recreational Usage: Including basketball, aerobics, volleyball, martial arts, etc.

	Event/Damage Deposit ⁶	Hourly Fee	Supplemental Floor Fee	Security Fee ⁷
For-Profit Usage ⁸	\$200	\$25	n/a	See note 7 below
Non-Profit or Community Usage	\$200	\$6	n/a	See note 7 below

¹ Deposit can be lost due to physical damage, or due to violation of any facility rule or regulation.

² A single-day rental is defined as a 24-hour period from 12pm one day to 12pm the next. However, the gym is closed and must be vacant from 10:30pm to 6am.

³ Protective flooring is mandatory for all events that involve food, drink, tables or chairs. The decision to require protective flooring is at the sole discretion of Lake County.

⁴ For events lasting past 8pm, lessee must procure off-duty security through either the Sheriff's Office or City Police, and must provide evidence of pre-paid services.

⁵ For-profit usage includes any individual or organization receiving compensation through event dues, entry fees, admission charges, etc. regardless of whether the individual or organization donates a portion of its proceeds to a community organization or organizations.

⁶ Deposit can be lost due to physical damage, or due to violation of any facility rule or regulation.

⁷ For recreational usage lasting past 8pm, lessee must procure off-duty security if more than 75 participants and/or spectators will be present.

⁸ For-profit usage shall apply if the lessee is receiving compensation from participants above and beyond gym rental fees.

Important Rules, Regulations and Policies

- Alcohol and tobacco are prohibited in the gym. In addition, the City of Leadville has an open container law that prohibits alcoholic beverages in public places or in parked vehicles. For events where there is an expectation of alcohol, we strongly encourage individuals and organizations to rent facilities where this activity is sanctioned.
- All music (including bands and DJs) and usage of public address systems must end by 9:45pm. Event deposit will be lost for violations.
- The gym must be completely vacated and doors locked by 10:30pm. Event deposit will be lost for violations. Lessee may access the gym starting at 6am the following day for clean-up, etc.
- The gym is not equipped with tables, chairs, AV equipment, etc. The lessee is required to pay for, set up, and take down all chairs, tables, and other equipment used for the event.
- Lessee will be required to conduct a pre-event and post-event walk-through with Lake County Maintenance Department staff.
- As part of the rental fee, Lake County Maintenance will haul event trash to the landfill, so long as trash is properly bagged by the lessee, and so long as trash is only from activities inside the gym. For other services and equipment, lessee may address the document titled *Lake County Public Works Department: Services and Fees* (to be published in January, 2011), and select from a menu of additional *paid* equipment and service needs.

Facility: Ski Cooper

While owned by Lake County, Ski Cooper is independently managed. Contact the ski area directly for information about renting or reserving their facilities:

Mountain Phone: 719-486-2277 Business Phone: 719-486-3684 Fax: 719-486-3685 Toll-free: 1-800-707-6114
 Mailing Address: PO Box 896, Leadville, CO 80461

Facility: Skyline Field

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Dugouts.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	
What services are <i>included</i> with the lease of this facility?	Basic trash removal. Infield/batters box chalking (one time before event). Infield dragging (one time before event).
What services are <i>excluded</i> with the lease of this facility?	Chalking or dragging during an event.
Number of available restrooms:	The County typically supplies one portable toilet during summertime.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	No motorized vehicle activities, no parked vehicles on grass, no driving stakes into grass.
Known blackout dates/times:	Skyline Little League events have priority at this field.
Fee Category:	Category 1 (See page 18 for details)

Facility: Stringtown Park

Stringtown Park is not available for rental. Residents and visitors may use the park on a drop-in basis.

Facility: Swimming Pool

Is this facility (or part of the facility) rentable?	Yes. However, the pool is only rentable during hours outside of normal operation, and only if at least two of our lifeguards are available to work during your event.
Is rental by the hour, by the day, or both?	Hour.
What equipment, features, buildings, etc. are	All pool features and general amenities.

<i>included</i> with the lease of this facility?	
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	Pool party room. Use of the party room includes additional fees.
What services are <i>included</i> with the lease of this facility?	Lifeguarding.
What services are <i>excluded</i> with the lease of this facility?	
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	All general pool rules apply.
Known blackout dates/times:	
Other information:	If your event requires more than 2 lifeguards, there is a supplemental fee of \$15 per hour per additional lifeguard.
Fee Category:	Category 6 (See page 18 for details)

Facility: Swimming Pool Party Room

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Rental of the room is for 90 minutes. Your guests may swim as long as they like—before and after the event—if the pool is open.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	Folding chairs, tables, trash cans.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	
What services are <i>included</i> with the lease of this facility?	The room will be pre-cleaned, with chairs and tables set up. You are expected to provide minimal cleanup following your event (wiping tables, placing trash in receptacles, etc.)
What services are <i>excluded</i> with the lease of this facility?	
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	No.
Are there any activities or items that are prohibited at this facility?	
Usage Fees	
Damage Deposit	None.
Fee Per 90 minutes	\$50. This fee includes pool admission for up to 12 guests (children or adults). Additional guests must pay admission to the pool.
Known blackout dates/times:	
Other information:	

Facility: Tennis Courts

Is this facility (or <i>part</i> of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	None.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	None.
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	None.
Number of available restrooms:	Typically there is one portable toilet (provided by the County) near Baker

	Field during summertime.
Is basic power available and included with rental?	No.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No activities that would damage or mark the court.
Fee Category:	Category 1 (See page 18 for details)

Facility: Triangle Park

Triangle Park is not available for rental. Residents and visitors may use the park on a drop-in basis.

Facility: Twin Lakes Fire Station

The Twin Lakes Fire Station is not available for rental. It may be available as a staging area for special events that require a public safety component consistent with the building’s purpose and equipment. Please contact the Board of County Commissioners for information.

Facility: “White Tops” All-Purpose Court

Is this facility (or part of the facility) rentable?	Yes.
Is rental by the hour, by the day, or both?	Both.
Is daily rental noon-to-noon, or calendar day?	Calendar day.
What equipment, features, buildings, etc. are <i>included</i> with the lease of this facility?	The skate shack restrooms and indoor seating area, lights.
What equipment, features, buildings, etc. are <i>excluded</i> with the lease of this facility?	
What services are <i>included</i> with the lease of this facility?	Basic trash removal.
What services are <i>excluded</i> with the lease of this facility?	
Number of available restrooms:	1 unisex
Is basic power available and included with rental?	Yes.
Is a pre-event and post-event walkthrough required?	Yes.
Are there any activities or items that are prohibited at this facility?	No activities that would damage or mark the court.
Fee Category:	Category 1 (See page 18 for details)

Rental Fee Categories

- **For Profit** usage includes any individual or organization receiving personal compensation through enrollment dues, entry fees, admission charges, product sales, etc. regardless of whether the individual or organization donates a portion of its proceeds to a community organization. *Examples include the Leadville Race Series (Trail 100) events, the TransRockies Run, etc.*
- **Exclusive, Non-Profit** usage includes any individual or organization that limits admission to or participation in its event, yet does not receive personal compensation through enrollment dues, entry fees, admission charges, product sales, etc. *Examples include reunions, private parties, private sports groups, etc.*
- **Inclusive, Non-Profit** usage includes events that are 1) open to all age-appropriate members of the general public; 2) publicized in local media; 3) free to all participants, or not more expensive than other similar community programs or events. *Examples include the Pumpkin Patch Fall Festival, local youth sports leagues, etc.*

For rental or usage of a Lake County facility, Lake County Government has sole discretion for determining an organization’s appropriate fee category.

Category 1

For-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$20
Fee Per Day	\$100
Fee Per Additional Consecutive Day	\$50
Exclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$10
Fee Per Day	\$50
Fee Per Additional Consecutive Day	\$25
Inclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$10
Fee Per Day	\$50
Fee Per Additional Consecutive Day	\$25

Category 2

For-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Day	\$100
Fee Per Additional Consecutive Day	\$50
Exclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Day	\$50
Fee Per Additional Consecutive Day	\$25
Inclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Day	\$25
Fee Per Additional Consecutive Day	\$25

Category 3

For-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$200
Exclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$100
Inclusive, Non-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$50

Category 4

For-Profit Usage Fees	
Damage Deposit	200
Fee Per Hour	20
Fee Per Day	100
Fee Per Additional Consecutive Day	50
Exclusive, Non-Profit Usage Fees	
Damage Deposit	n/a
Fee Per Hour	Free
Fee Per Day	Free
Inclusive, Non-Profit Usage Fees	
Damage Deposit	n/a
Fee Per Hour	Free
Fee Per Day	Free

Category 5

For-Profit Usage Fees	
Damage Deposit	200
Fee Per Day	1000
Fee Per Additional Consecutive Day	500
Exclusive, Non-Profit Usage Fees	
Damage Deposit	200
Fee Per Day	500
Fee Per Additional Consecutive Day	250
Inclusive, Non-Profit Usage Fees	
Damage Deposit	200
Fee Per Day	50
Fee Per Additional Consecutive Day	25

Category 6

For-Profit Usage Fees	
Damage Deposit	\$200
Fee Per Hour	\$500
Exclusive, Non-Profit Usage Fees	
Damage Deposit	None
Fee Per Hour	\$150
Inclusive, Non-Profit Usage Fees	
Damage Deposit	None
Fee Per Hour	\$150

Lake County Public Works Fee Schedule for Supplemental Goods & Services

The Lake County Public Works Department may be able to supply additional goods and services to help with your event. Requests must be made at least two weeks in advance of the event. Approved items may be picked up at the Lake County Maintenance Building, located next to the Sixth Street Gym. Unless otherwise noted, all items listed are priced per day. Each consecutive day thereafter is billed at 50% of the daily rate. Due to a variety of constraints, not all goods and services may be available. Lake County reserves the right to deny rental requests, and to refuse service for delivery, set-up and tear down.

<u>ITEM</u>	<u>RENTAL PRICE</u>	<u>REPLACEMENT COST</u>
Barricades	\$50 (includes set-up and tear down)	\$125.00
Bleachers*	\$200 set-up and tear down plus \$50 per day	
Event Tent	Under the discretion of the BOCC	\$2400
Folding Chairs	\$5 each	\$35.00
Lining/Striping Fields	See below	
Power Transformers/Turtles	\$100	\$500
Sound System	\$75 (includes set-up and tear down)	\$2600.00
Tables	\$10 each	\$100.00
Temporary Fencing (4'x50')	\$30 per roll	\$48.00
Traffic Cones	\$2 each	\$30.00
Traffic/Event Signs	\$5 each	\$300
Trash Bags (55 gal)	\$5 per roll (includes 20 bags)	
Trash Can	\$10 each (includes post-event pickup)	\$50.00
Trash Truck (tandem)	\$100/dump	

For supplemental services, the hourly fee per County Maintenance/Recreation employee is \$15 (regular business hours) or \$30.00 (weekends, weekday after business hours). There is a two hour minimum per employee. For heavy equipment operation fees, contact Lake County Public Works (719-486-0259).

*A \$200 damage deposit is required for the bleachers.

Lake County Government Facility Rental Request

Please check one:

- This is a **for-profit** event. Organizers and/or vendors will be compensated through sales, admission, fees, etc.
- This is a **non-profit** event that will be open to local community members.
- This is a **non-profit** event that will not be open to local community members.

Name & Description of Event: _____

How many participants and/or spectators do you expect? _____

Your Name: _____ Date of Birth: _____

Organization or Business: _____

Address (City, State, Zip Code): _____

Phone: _____ Fax: _____

Which facility/facilities would you like to rent?

- | | | |
|---|---|---|
| <input type="checkbox"/> BMX Pump Track | <input type="checkbox"/> Kendrick Park | <input type="checkbox"/> Singletrack Trails |
| <input type="checkbox"/> Community Park Field | <input type="checkbox"/> Leadville Junction | <input type="checkbox"/> Sixth Street Gym |
| <input type="checkbox"/> Community Park Lot | <input type="checkbox"/> Leiter Field | <input type="checkbox"/> Skyline Field |
| <input type="checkbox"/> Court House Lawn | <input type="checkbox"/> Leiter Field Lot | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Harrison Field | <input type="checkbox"/> Rodeo Arena | <input type="checkbox"/> Swimming Pool Party Room |
| <input type="checkbox"/> Ice Palace Park | <input type="checkbox"/> Rodeo Pens | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Ice Rink | <input type="checkbox"/> Senior Center Basement | <input type="checkbox"/> White Tops Courts |

Desired Date or Dates: _____

Hours: From _____ am pm To _____ am pm

Please indicate which *supplemental* goods and services will you need—including the number of each. See previous page for fees and information.

- | | | |
|--|---|--|
| <input type="checkbox"/> Traffic Cones _____ | <input type="checkbox"/> Transformers _____ | <input type="checkbox"/> Trash Truck _____ |
| <input type="checkbox"/> Trash Cans _____ | <input type="checkbox"/> Trash Bags _____ | <input type="checkbox"/> Trash Cans _____ |
| <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Barricades _____ |
| <input type="checkbox"/> Bleachers _____ | <input type="checkbox"/> Snow Fence _____ | <input type="checkbox"/> Sound System _____ |
| <input type="checkbox"/> Event Tent _____ | <input type="checkbox"/> Field Lining* | <input type="checkbox"/> Traffic Event Signs** |

*Please attach another sheet describing what type of field lining you need.

** Please attach another sheet listing the type of traffic signs you need, and how many of each.

Please check all that apply:

- My event will require road closures or traffic control.
- My event will include alcohol.
- My event will require additional security staff.
- My event will require portable toilets.
- My event will require additional insurance.

I have read the document **Lake County Government: Usage Policies and Fees for County Owned Facilities** and understand my duties and obligations related to rental of the above-listed facility/facilities. I understand that this is a Facility Request only, and that my reservation is not complete until this application has been approved, a lease agreement has been signed, and all deposits and fees are paid.

Signature _____

Date _____

For Departmental Use Only

Deposit Fees _____ **Amount Received** _____ **Date Received** _____
Rental Fees _____
Supplemental Fees _____
Total Due _____

Proof of Insurance Required? Yes No Initial when appropriate forms submitted _____
Road Closures Required? Yes No Initial when appropriate forms submitted _____
Alcohol Permit Required? Yes No Initial when appropriate forms submitted _____
Portable Toilets Required? Yes No Initial when appropriate forms submitted _____
Additional Security Required? Yes No Initial when appropriate forms submitted _____

Lease Approved? Yes No **By:** _____ **Date:** _____