



Rental Guide 2019-20

The primary use of the **AgriPark** is placed on the educational priorities of the college and its constituents. Additional usage, on a limited basis, will be available to outside entities.

Fee Structure:

The **Sheridan College AgriPark** includes the **LASF (indoor arena)** and the **Kaul (outdoor) Arena**. There are separate fees in regards to each arena which includes the following:

LASF (indoor):	Hourly	Daily
Commercial rate	\$75	\$450
Non-Profit – Adult	\$40	\$250
Non-Profit – Youth	\$25	\$200
Riding Fee	\$25	\$200

Note: per hour fee for individuals is for two (2) persons, additional people will be charged at a rate of \$10/person per hour.

Kaul (outdoor):	Hourly	Daily
Commercial rate	\$55	\$275
Non-Profit – Adult	\$30	\$120
Non-Profit – Youth	\$20	\$100
Riding Fee	\$20	\$100

Note: per hour fee for individuals is for two (2) persons, additional people will be charged at a rate of \$10/person per hour.

Additional staff - \$30.00/hour

Sound system - \$25.00/day

Tractor and/or Skidsteer with operator (includes feeding livestock) - \$50.00/hour

Set-up and tear down - \$40 (hourly); \$200 (daily – 4 hours)

Generator - \$50/day

Hours of Operation

The facilities will operate during the hours of **9:00am to 10:00pm – Monday through Sunday**. Exceptions may be made to schedule with approval of management. Schedule is subject to change.

Reservations

A reservation deposit of **\$50** is required at the time the facility is reserved. This deposit will be retained by NWCCD - Sheridan College if date is cancelled by the User. The facility cannot be sublet.

Liability and Property Damage Insurance

Users of the NWCCD - Sheridan College facility shall furnish a **Certificate of Insurance** in which NWCCD - Sheridan College is listed as an additional insured. Users shall furnish evidence of insurance in the following amounts of Combined Single Liability ("CSL"):

1. Performance/Public Events - **\$2,000,000** (For profit users); **\$1,000,000** (Non-profit users)
2. Non-performance Event (both for profit and non-profit users) - **\$500,000**

The CSL Certificate shall be furnished within a reasonable time after the execution of the Use Agreement, but not later than ten days prior to the date of first use.

Insurance coverage may be purchased through NWCCD - Sheridan College. Event general liability insurance – you may locate event general liability insurance by doing an internet search or contacting your personal insurance agent for guidance.

Setup Requirements

If setup days are required prior to actual event days, or tear down days are required following an event, time will be charged at **half day rental rates**.

Cancellations and Refunds

To cancel, the User must notify NWCCD - Sheridan College management or designee, **two working days** prior to the Users event. Inclement weather is the only exception. Failure to properly notify the NWCCD - Sheridan College management or designee will result in a charge of **100%** of the charges.

Cleaning and Damage

The **User** is responsible for the clean-up of the facilities, including the entire grounds. All manure must be picked up (wheel barrels and forks are located at each end of the arena). All trash must be placed in trash containers and the facility shall be left in a clean condition. **The User will return the facility in the same or better condition as received.** If the facilities are not returned in satisfactory condition as determined by the NWCCD - Sheridan College management, the amount required to restore facilities to condition as originally received, in exception to ordinary wear and tear, will be charged to the User.

Non-Smoking Facilities

NWCCD - Sheridan College facilities are non-smoking, which includes electronic cigarettes.

Livestock and regulations

Out-of-state horses brought to the facility will need a **Coggins test, Health, and Brand Inspections**; **In-state horses** will need a **Brand Inspection** only. Users may be required to complete an **AgriPark Event Participation Health Declaration** at the request of management. Cattle will need **Brand and Health Inspections**. No animals are not allowed in the NWCCD - Sheridan College facilities without prior approval from the AgriPark Staff.

Hold Harmless Agreement

To the fullest extent permitted by law, the User agrees to indemnify and hold harmless NWCCD, its elected and appointed officials, employees, officers, agents, successors, assignees and volunteers from any and all lawsuits, losses, liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with its use of the above named facilities for the dates named.

Concessions and Food Vendors

Updated July 2019

Users may not sell or distribute food or beverage. **NWCCD food services** have **first-right-of-refusal** for **any occasion** that food vendors are requested. If you are considering or planning to distribute or sell food for your event, please contact Chartwells Food Services at 307-675-0533.

Alcoholic Beverages

Use and/or possession of alcoholic beverages and drugs are prohibited anywhere on the NWCCD - Sheridan College campus grounds or in the buildings.

Fire Exit and Emergency Parking

Do not block a fire exit or any emergency parking areas. Park in designated areas only, vehicles/trailers will be towed at owner's expense.

Violation of Agreement

Should the User be found in violation of the terms and conditions of this agreement or fail to pay the prescribed rental fees, NWCCD shall have the option in its sole discretion, to terminate the agreement.

Rate Categories:

Commercial For-Profit Rate: Any for-profit business holding an event at the AgriPark, or any commercial venture which may exclude any portion of the general public.

Adult Non-Profit/Private Rate: Any organization which can show either 501-C3, 501-C5, 170-C1 or other documentation that proves non-profit organization status, or an event that is hosted by a private individual for invited guests only or an organization that Sheridan College AgriPark management determines to be non-profit in nature. Tax exemption alone is not adequate proof of non-profit status.

Youth Non-Profit Rate: Any organization which can show either 501-C3, 501-C5, 170-C1 or other documentation that proves non-profit organization status, or an organization that Sheridan College AgriPark management determines to be non-profit in nature. Tax exemption alone is not adequate proof of non-profit status. Any event that falls under this category must be 75% youth (18 & under/college student) oriented.

This agreement must be signed and returned to the NWCCD - Sheridan College management or designee. It is the responsibility of the contact person to notify NWCCD - Sheridan College management or designee of any changes and/or cancellation of the reservation. A 48 hour notice is required for cancellations or changes. If less than 48-hour notice is given, you will be billed in full.

I have carefully read the foregoing and acknowledge that I understand and agree to all the above terms and conditions. I have had the opportunity to ask any and all questions regarding this agreement. I understand that violations to the above terms and conditions may result in refusal and revocation of facility use scheduling privileges at the College.

Printed Name of Responsible Party	Date	Phone Number	Email address
Signature of Responsible Party	Date	Phone Number	Email address

NWCCD – Sheridan College AgriPark Contacts
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