



## **Board of County Commissioners - Staff Report**

**Meeting Date:** October 15<sup>th</sup>, 2024

**Presenter:** Sarah Mann, Director of General Services

**Submitting Dept:** General Services-Fair & Fairgrounds    **Subject:** Approval to Proceed with 45 day Public Comment Period for Fairgrounds Facility Fees & Community Building Rules

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### **Statement / Purpose:**

Approval to proceed with public noticing for possible adoption of updated 2024/25 Fairgrounds Facility Fees & Community Building Rules.

### **Background / Description (Pros & Cons):**

Teton County Fairgrounds staff began renting out the Community Building to the public in January of 2024. The building is currently booked out almost every weekend for private and special community events. Recently, there have been numerous complaints from area residents that the private parties being held inside the venue are continuing (loudly) beyond the time that they should be and late into the night. Despite being informed of the rules currently in place, potential fines and assistance from JHPD, these events continue to disregard these efforts and cause problems with area residents. The security deposit will be increased and enforced if rules are violated as well as an increase to the noise violation fee.

### **Stakeholder Analysis & Involvement:**

In an effort to find a balance between these weekend parties and keeping the peace with area residents, Fairgrounds staff are recommending that the "Noise Complaint" fine be increased from \$150 to \$500 and that the rule to vacate the building by midnight be moved earlier to 10:00PM. Staff are also working with JH Security and JHPD to assist with enforcing this new rule and fine.

### **Fiscal Impact:**

By increasing the 'Noise Complaint' fine and enforcing the rule, renters of the venue will be held more accountable for their actions.

### **Staff Impact:**

The Fairgrounds Manager and staff manage all requests for reservations, collection of fees, and the enforcement of all facility rules, with assistance from JH Security & JHPD.

### **Legal Review:**

Gingery

### **Staff Input / Recommendation:**

Staff recommends approval to proceed with public noticing and 45-day public comment period of the updated 2024/25 Fairgrounds Facility Fees & Community Building Rules.

### **Attachments:**

2024/25 updated Teton County Fairgrounds Facility Fees, Community Building Rental Application & Rules.

### **Suggested Motion:**

I move to approve proceeding with the 45-day public comment period for the updated 2024/25 Fairgrounds Facility Fees & Community Building Rules.



# TETON COUNTY FAIRGROUNDS FACILITY FEES



## Community Building

### Event Room

6,789 sq. ft., Capacity: 990 ppl w/ chairs only, 450 ppl w/ chairs and tables

- Commercial/Special Event Full Day Rental.....\$750/day
- Commercial/Special Event Hourly Rental.....\$130/hour
- Private/Nonprofit/501(c)3 Full Day Rental.....\$500/day
- Private/Nonprofit/501(c)3 Hourly Rental.....\$ 90/hour

\*Discounted rates available for multi-day rentals (3+ full days) *or multiple hours per week*. Pay for 2 days, get the third day free.

- Tables (6 ft rectangle, 8-10 people) 80 total.....\$ 2.00 each
- Tables (5 ft round, 6-7 people) 60 total.....\$ 2.00 each
- Chairs (black plastic) 500 total.....\$ 0.50 each

*\*Tables & chairs are to be reserved in advance, setup and cleaned by the lessee. Chairs should be stacked on the carts provided and as they were upon arrival. Tables are to be left setup after they are wiped down for inspection. Tables & chairs are not available for rental outside of the building rental.*

### Meeting Room

1,071 sq. ft., Capacity: 72 people

- Commercial/Special Event Full Day Rental.....\$250/day
- Commercial/Special Event Hourly Rental.....\$ 40/hour
- Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day
- Private/Nonprofit/501(c)3 Hourly Rental.....\$ 20/hour
- Tables (6 ft rectangle, 8-10 people) 80 total.....\$ 2.00 each
- Tables (5 ft round, 6-7 people) 60 total.....\$ 2.00 each
- Chairs (black plastic) 500 total.....\$ 0.50 each

*\*Tables & chairs are to be reserved in advance, setup and cleaned by the lessee. Chairs should be stacked on the carts provided and as they were upon arrival. Tables are to be left setup after they are wiped down for inspection. Tables & chairs are not available for rental outside of the building rental.*

### Kitchen

656 sq. ft., Capacity: 8

(range, 3 refrigerators/freezers, double sink, hand washing sink, counter top surfaces, steam table, service window)

Kitchen rental w/ Event Room or Meeting Room

- Commercial/Special Event Full Day Rental.....\$150/day
- Commercial/Special Event Hourly Rental.....\$ 30/hour
- Private/Nonprofit/501(c)3 Full Day Rental.....\$ 100/day
- Private/Nonprofit/501(c)3 Hourly Rental.....\$ 20/hour

Kitchen rental by itself

- Commercial/Special Event Full Day Rental.....\$250/day
- Commercial/Special Event Hourly Rental.....\$ 50/hour
- Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day
- Private/Nonprofit/501(c)3 Hourly Rental.....\$ 30/hour

Updated: 10/7/20242/2024

Additional Fees

- Security Deposit for Event Room.....\$1500700  
*If the rented space is returned damaged, TC Fairgrounds will retain the amount to cover repairs. If the rented space is returned uncleaned, TC Fairgrounds will retain 50% of the security deposit.*  
*If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.*
- Security Deposit for Meeting Room.....\$200  
*If the rented space is returned damaged, TC Fairgrounds will retain the amount to cover repairs. If the rented space is returned uncleaned, TC Fairgrounds will retain 40% of the security deposit.*  
*If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.*
- Security Deposit for Kitchen.....\$500300  
*If the rented space is returned damaged, TC Fairgrounds will retain the amount to cover repairs. If the rented space is returned uncleaned, TC Fairgrounds will retain 40% of the security deposit.*  
*If any of the facility rules are violated, or if there is extensive damage, the security deposit may be retained in full.*
- Cleaning Feesine.....\$250-500
- Noise Complaint Feeine Fee.....\$ 500150
- Overflow Trash Feeine Fee.....\$ 100
- Lost or not returned key/card Feeine Fee.....\$ 50

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Heritage Arena (24,480 sq. ft. arena)

\*Arena will be groomed daily between 7:00 am and 8:30 am.

Winter (November-April), *Lights included	Summer (May-October), *Lights not included
Regular Commercial Business User (1-4 hrs).....\$100/hour	Regular Commercial Business User (1-4 hrs).....\$100/hour
Regular Non-Commercial Group User.....\$30/hour	Regular Non-Commercial Group User.....\$25/hour
Regular Individual User.....\$30/hour	Regular Individual User.....\$25/hour
Non-Regular Individual User.....\$30/hour	Non-Regular Individual User.....\$25/hour
Commercial Business Event (6+ hrs).....\$1000/day	Commercial Business Event (6+ hrs).....\$1000/day
Commercial Business Event (1-5 hrs).....\$500/day	Commercial Business Event (1-5 hrs).....\$500/day
Arena Grooming (Commercial Event).....\$80/hour	Lights.....\$10/hour
Arena Grooming (Barrel Racing).....\$100/hour	Arena Grooming (commercial event).....\$80/hour
*Includes watering, barrel pattern, intermittent drags	Arena Grooming (barrel racing).....\$100/hour
	*Includes watering, barrel pattern, intermittent drags
Heritage Arena + Rodeo Arena Commercial Event Rental (6+ hrs).....\$1500/day	

Additional fees will be charged if there is damage (\$250) and/or the facility is not properly cleaned (\$150) after use.

Grassy Arena (62,400 sq. ft.)

Commercial/Special Event Full Day Rental.....\$250/day	Sprinkler Locates.....\$ 35
Commercial/Special Event Hourly Rental.....\$ 40/hour	Water Shut-Off.....\$ 25
Private/Nonprofit/501(c)3 Full Day Rental.....\$100/day	Damage).....\$250
Private/Nonprofit/501(c)3 Hourly Rental Hourly.....\$ 15/hour	(grass, sprinkler heads or lines, perimeter fence
	Cleaning Fee.....\$150



## Parking Lots & Special Event Camping

Commercial/Special Event (east lot).....\$150/day

Commercial/Special Event (west lot).....\$150/day

Vehicle and trailer parking.....\$ 15/day

Camping\* without electrical hookup.....\$ 15/day

**\*JH Rodeo Contestants ONLY (Memorial Day – Labor Day**

**Weekends)**

Camping\* with electrical hookup.....\$ 20/day

**\*TOJ-approved Special Events ONLY**

\*Camping is only allowed on the Fairgrounds during special events as approved by the Town of Jackson Staff. A camping permit must be obtained from the Fair Office and visibly displayed on your camper.

If parking and/or camping request is for the area west of the Heritage Arena, Town of Jackson approval is required.  
Please contact Town of Jackson Public Works at (307) 733-3932 for more information.



## Rodeo Arena (33,745 sq. ft. arena, seating capacity = 2500)

**\*Arena will be groomed daily between 7:00 am and 10:00 am (mid-May through mid-October only). Lights not included.**

Regular Commercial Business User (1-4 hrs).....\$100/hour

Regular Non-Commercial Group User.....\$25/hour

Regular Individual User.....\$25/hour

Non-Regular Individual User.....\$25/hour

Commercial Business Event (6+ hrs).....\$1,000/day

Commercial Business Event (1-5 hrs).....\$500/day

Lights.....\$30/hour

Arena Grooming (commercial event).....\$80/hour

Arena Grooming (barrel racing).....\$100/hour

**\*Includes watering, barrel pattern, intermittent drags**

Rodeo Arena + Heritage Arena Commercial Event Rental

(6+ hrs).....\$1,500/day

Additional fees will be charged if there is damage (\$250) and/or the facility is not properly cleaned (\$150) after use.



## Horse Stalls (10' x 10', all outdoors and uncovered)

**\*Please reserve stalls in advance through the Fair Office.**

Horse Stalls.....\$20 per horse/night

Wood Shavings.....Price depends on market rate.

Cleaning Fee.....\$25/stall



## Contact Information

**In-person:** 305 W Snow King Ave, Jackson, WY 83001, Monday – Friday, 8:00 am – 5:00 pm

**Phone:** 307-733-5289, Monday – Friday, 8:00 am – 5:00 pm

**Email:** [fair@tetoncountywy.gov](mailto:fair@tetoncountywy.gov)

**Online:** [www.TetonCountyFair.com](http://www.TetonCountyFair.com)

Updated: 10/7/2024/2024





# TETON COUNTY

## Fairgrounds Community Building

### Rules & Conditions

#### Reservation Policy

- Reservations must be made through the Fair Office a minimum of 30 days in advance. The security deposit is due in full at the time the reservation is made. If the event is cancelled prior to the scheduled date, the user/lessee must notify the Fair Office a minimum of 10 days in advance. Failure to notify the Fair Office within this timeframe will result in 50% forfeiture of the deposit.
- The security deposit must be cash, money order, or a cashier's check from a financial institution. Personal checks will not be accepted.
- The security deposit will be returned/refunded within 15 days of the event, after a complete inspection.
- Should the applicant be required to provide event and/or liability insurance. Teton County must be named as an additional insured.

#### General Rules & Conditions of Use

- If any of the rules set forth herein are violated, the security deposit may be retained in full or partially and at the discretion of as determined by the Teton County Fairgrounds Manager.
- The building and all spaces are available for rental, daily between 7:00AM and 10:00PM12:00AM (midnight). Events must end, the building must be vacated, and all parties must be off the premises by 10:00PM daily. This will be strictly enforced, no exceptions. This includes cleaning must be completed by 10:00 p.m..
- The use of the facility shall be for the date(s) and time(s) requested on the rental application only. Uses before or after, not specified on the application, are not allowed. The lessee-user may be charged for any use beyond what is specified on the application.
- One event, whether commercial/special, private or nonprofit will be scheduled per weekend.
- The lessee-user will be required to do pre-event site visit of the rented space(s) with Fairgrounds staff to ensure the areas are clean and in good, working condition.
- The Grassy Arena is not included in the Community Building rentals. If the Grassy Arena is also needed, a separate facility rental application is required, and additional fees apply.
- Smoking or vaping are not permitted inside this building. A smoker pole for cigarette butts will be provided outside, at the building entrance.
- The wall between the kitchen and the event room is a public art project and intended for community enjoyment. Decorations are not to be placed on this wall and please exercise caution around it.
- Duct or Gorilla tape, staples, or nails of any kind are not allowed on any surface. Masking or painter's tape may be used.
- Decorations and other items are not allowed to be hung from the fire suppression system.
- Bounce houses are allowed inside the building, provided they are a minimum of 18" below the fire suppression system sprinkler heads.
- Cooking with Propane is not permitted inside the building.
  - Per Fire Code **SECTION 313. FUELED EQUIPMENT 313.1 General.** Fueled equipment including, but not limited to, motorcycles, mopeds, lawn-care equipment, portable

Updated: 10/8/2024/2024

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generators and **portable cooking equipment** shall not be stored, operated or repaired within a building.

- Vehicles are not allowed, or to be parked, inside the building.
- With the exception of service animals, animals may not accompany the public into County buildings.
- Audible noise outside of the building is not ~~permitted~~allowed at any time. If ~~JHPD~~or the Fair Office receives a noise complaint ~~and/or finds the user-lessee in violation of the noise prohibition~~, the ~~user-lessee~~ may be ~~cited and/or~~ subject to a ~~\$500~~150 Noise Complaint ~~Fee up to \$500.00~~in Fee, ~~as determined by the Teton County~~ Fairgrounds Manager.
- The building or space(s) leased, and surrounding grounds and/or parking lots, must be cleaned by the end of the rental period. The facility must be turned over to the Fair Office in the same condition it was upon ~~lessee~~ ~~user~~ arrival.

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# TETON COUNTY

## Fairgrounds Community Building

### Cleaning Checklist

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FLOORS	<div><input type="checkbox"/> Sweep floor with dry dust mop.</div> <div><input type="checkbox"/> Remove tar, gum, tape, and any scuff marks from all floor surfaces etc.</div> <div><input type="checkbox"/> Spot clean w/ a wet mop any spills and/or bodily fluids.</div> <div><input type="checkbox"/> Vacuum the Board Meeting Room. A vacuum is provided.</div>
GARBAGE/RECYCLING	<div><input type="checkbox"/> Empty the blue #1 plastic and aluminum recycling bins into the respective, large bins located at the SW corner of the Fairgrounds.</div> <div><input type="checkbox"/> Empty all inside garbage cans into the outside dumpster.</div> <div><input type="checkbox"/> Dumpsters must close and must not be left overflowing. The lids must be down and covering all trash.</div>
ASHTRAY	<div><input type="checkbox"/> The Community Building is a non-smoking building.</div> <div><input type="checkbox"/> Smoking must occur outside the building. A smoker pole for butts will be provided outside, at the entrance.</div>
KITCHEN	<div><input type="checkbox"/> Wipe down all surfaces with disinfectant, including countertops, sinks, stove, oven, refrigerators etc.</div> <div><input type="checkbox"/> Clean the grille and stove with distilled vinegar. Grill bricks and rags are provided.</div> <div><input type="checkbox"/> Wipe down the grill hood, burners, and oven.</div>
BATHROOMS	<div><input type="checkbox"/> Flush all toilets and wipe down dirty surfaces, including the surrounding walls.</div> <div><input type="checkbox"/> Pick up all trash and empty trash cans.</div> <div><input type="checkbox"/> Clean up any major messes and/or bodily fluids.</div>
TABLES & CHAIRS	<div><input type="checkbox"/> Wipe down all tables and chairs before putting them away.</div> <div><input type="checkbox"/> Stack chairs on the carts provided and as they were upon arrival. Leave tables setup after they are wiped down for inspection.</div>
PARKING LOTS & BUILDING EXTERIOR	<div><input type="checkbox"/> Pickup all trash from the parking lot and exterior building areas - including cigarette butts, cans, bottles, paper trash, etc. in parking lot and area – and put into the dumpster outside of the building.</div>



DOORS

- ☐ Make sure all outside doors are closed and locked upon departure.
- ☐ Drop the key card in the drop box outside the entrance.

## NOTICE OF INTENT TO ADOPT AMENDMENTS TO TETON COUNTY FAIR & FAIRGROUNDS FEES & RULES

Notice is hereby given pursuant to Wyoming Statute §16-3-103 that TETON COUNTY, WYOMING intends to consider changes/amendments to the Teton County Fair & Fairgrounds Fees & Rules. Specifically the Board of County Commissioners will consider increasing the noise complaint fee from \$150 to \$500 and conforming language.

All interested parties may obtain a copy of the proposed fee changes at the Teton County Fairgrounds Office located at 305 W. Snow King Avenue, Jackson, Wyoming, specifically Rachel Grimes, Fair & Fairgrounds Manager. The proposed rules are also posted at <http://www.tetoncountyywy.gov/1935/Public-Comment>

A hearing to take testimony on the proposed rules shall be held on **Tuesday, December 3<sup>rd</sup> at 9:00 a.m.** during the regular meeting of the Teton County Board of County Commissioners Meeting at the County Commissioner's Chambers located at 200 S. Willow St., Jackson, Wyoming. It is anticipated that the Board will take action on these amended rules at the same meeting. Comments may be emailed to [rgrimes@tetoncountyywy.gov](mailto:rgrimes@tetoncountyywy.gov) or mailed to P.O. Box 3594, Jackson, WY 83001 before the hearing date to be included in the hearing.

Maureen E. Murphy

Teton County Clerk

Publish: Wednesday, October 16<sup>th</sup>