



# Apache County District III Facility Use Application

**Check the location to be rented**

RV RODEO ARENA                      BLUE BUILDING                      ALPINE COMMUNITY CENTER

APPLICANT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP  
CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CELL PHONE  
NUMBER: \_\_\_\_\_

**EVENT INFORMATION**

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S) AND TIME OF EVENT:

DATE: _____	TIME: _____	DATE: _____	TIME: _____
DATE: _____	TIME: _____	DATE: _____	TIME: _____
DATE: _____	TIME: _____	DATE: _____	TIME: _____
DATE: _____	TIME: _____	DATE: _____	TIME: _____

WILL ACCESS BE REQUIRED PRIOR TO DATE OF EVENT FOR SET UP? (Y/N) \_\_\_\_\_

ESTIMATE OF NUMBER OF ATTENDEES: \_\_\_\_\_

IS THERE AN ENTRANCE FEE FOR PUBLIC ATTENDING THE EVENT?

ADULTS \$ \_\_\_\_\_ SENIORS \$ \_\_\_\_\_ CHILDREN \$ \_\_\_\_\_ OTHER \$ \_\_\_\_\_

IS THE EVENT: PUBLIC \_\_\_\_\_ PRIVATE \_\_\_\_\_

LIST ON WEBSITE FOR PUBLIC INFORMATION? (Y/N) \_\_\_\_\_

**ATTACHMENTS**

WILL ALCOHOL BE **SERVED** AT THIS EVENT? \_\_\_\_\_

WILL ALCOHOL BE **SOLD** AT THIS EVENT? \_\_\_\_\_

*IF YES, PLEASE ATTACH COPY OF LIQUOR LICENSE.*

SECURITY IS REQUIRED FOR EVENTS SERVING ALCOHOL, AND FOR EVENTS WITH OVER 480 PERSONS IN ATTENDANCE.

IS SECURITY REQUIRED FOR THIS EVENT? (Y/N)

*IF YES PLEASE FILL OUT SECURITY INFORMATION FORM (ATTACHED).*

**FOR OFFICE USE ONLY**

APPLICATION REC'D DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
*RODEO GROUNDS MANAGER*  
*SIGNATURE*

DEPOSIT REC'D: \_\_\_\_\_

CHECK/MO NUMBER: \_\_\_\_\_

EVENT PAYMENT  
REC'D: \_\_\_\_\_

DEPOSIT RETURNED DATE: \_\_\_\_\_

CHECK/MO NUMBER: \_\_\_\_\_

DEPOSIT RETURNED AMOUNT: \_\_\_\_\_



# Apache County District III Facility Use Application

*The fee calculation sheet will be filled out with the Rodeo Grounds Manager. Please leave blank.*

Located at US 260 and US 191 in Eagar, Arizona

## RV RODEO GROUNDS

The discounted rate for the facilities for a 4(four) to 7(seven) day event will be equal to 3.5 times the daily rate. This week may only impact one (1) weekend.

		CLASS I	CLASS II	CLASS III	CLASS IV		
Number of Days / Hours		Educational, Community Service Organizations, Personal/Community Adversity Benefits, Non-Profit Organizations or Apache County Residents that do not charge for their event	Non-Profit Organizations that charge a fee for their event.	For profit ventures and commercial organizations.	Circuses, Motorized Events and events that change the intended use of the arena	4 to 7 Day Discount (may impact only one weekend)	Estimated Cost
<b>Per Day Costs</b>							
Arena & Grandstands w/ Restrooms		\$ N/C	\$ 150.00	\$ 150.00	\$ 300.00	3.5 times the daily rate	
Tractor (Operator must be approved by Rodeo Manager)		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	3.5 times the daily rate	
Basic Portable Arena Panel Set Up		\$ 100.00	\$ 200.00	\$ 200.00	\$ 200.00	3.5 times the daily rate	
Concession Stand Eastside		\$ 40.00	\$ 75.00	\$ 200.00	\$ 300.00	3.5 times the daily rate	
Concession Stand Westside		\$ 40.00	\$ 75.00	\$ 200.00	\$ 300.00	3.5 times the daily rate	
<b>Per Hour Use</b>							
Arena lights		\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	No Discount	
<b>Deposits</b>							
Arena and Facilities		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	No Discount	
<b>Other</b>							
							Total



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*The fee calculation sheet will be filled out with the Rodeo Grounds Manager. Please leave blank.*

## BLUE BUILDING

	CLASS I	CLASS II	CLASS III	CLASS IV		
Number of Days / Hours	Educational, Community Service Organizations, Personal/Community Adversity Benefits, Wedding or Receptions, Non-Profit Organizations or Apache County Residents that do not charge for their event	Non-Profit Organizations that charge a fee for their event.	For profit ventures and commercial organizations.	Circuses, Motorized Events and events that change the intended use of the arena	4 to 7 Day Discount (may impact only one weekend)	Estimated Cost
<b>Per Day Costs</b>						
Blue Building w/ Restrooms	\$ 40.00	\$ 65.00	\$ 200.00	\$ 300.00	3.5 times the daily rate	
Kitchen	\$ 50.00	\$ 150.00	\$ 200.00	\$ 250.00	3.5 times the daily rate	
<b>Deposits</b>						
Blue Building and Facilities	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	No Discount	
<b>Other</b>						
<p><i>Tables and chairs are included in the Blue Building Rental</i></p> <p><i>The building is 60' x 80' (4800 sq ft)</i></p>						
Total						



# Apache County District III Facility Use Application

*The fee calculation sheet will be filled out with the Rodeo Grounds Manager. Please leave blank.*

**Located at 12 County Road 2061 Alpine, Arizona 85920**

## ALPINE COMMUNITY CENTER

	CLASS I	CLASS II	CLASS III	CLASS IV		
Number of Days / Hours	Educational, Community Service Organizations, Personal/Community Adversity Benefits, Non-Profit Organizations or Apache County Residents that do not charge for their event	Weddings, Receptions, Reunions, Parties	Non-profit Organizations That charge a fee for their events.	For profit Ventures and Commercial Organizations	4 to 7 Day Discount (may impact only one weekend)	Estimated Cost
<b>Per Day Costs</b>						
Community Center	\$ N/C	\$ 40.00	\$ 65.00	\$ 200.00		
Kitchen	\$ 50.00	\$ 50.00	\$ 150.00	\$ 200.00	3.5 times the daily rate	
Activity Room/ Meeting Room	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	3.5 times the daily rate	
<b>Deposits</b>						
Alpine Community Center	\$ N/C	\$ 200.00	\$ 200.00	\$ 200.00	No Discount	
<b>Other</b>						
<i>Chairs and tables are included When facility is rented.</i>						
						Total



# Apache County District III Facility Use Application

## Policies/Procedures

- A) Priorities for scheduling conflicts will be solely determined by the County Manager.
- B) Additional Costs may be added according to need for special features or uses.
- C) Each event shall require a walk through and photo sign off before and after each event with the responsible party and the Rodeo Grounds Manager.
- D) Deposit shall be forfeited if:
  - 1) Keys are not returned within 48 hours after event. The keys will be issued at the Round Valley Road Yard.
  - 2) Additional cleaning is required.
  - 3) Equipment for facility is damaged. The applicant shall be responsible for any and all assessed damages. Cleaning and security deposits will be refunded to the Applicant after the final walkthrough, if no damage is done to County Property.
- E) A \$1,000,000 General Liability Certificate of Insurance naming Apache County as an additional insured, will be required for events such as Equestrian, Rodeo, and ATV. Events that do not charge admission, please contact Tanya Pea at: 928-337-7608 or [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us)
- F) Individuals or small groups desiring to practice in the arena area should contact Tanya Pea at: 928-337-7608 or [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us)
- G) Users of concessions must supply their own propane and tank.
- H) Users of concessions must comply with all health and safety codes or regulations.
- I) If an event organizer would like to provide "in-kind" services in lieu of payment of normal fees, please contact the Tanya Pea at (928) 337-7608 or [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us). In-kind labor is available at \$10.00 per hour. The value of donated items will be set by a third party.



# Apache County District III Facility Use Application

## POLICIES / PROCEDURES

1. Apache County requires the event sponsor/individual to provide security/traffic control personnel for events where:
  - a. Alcohol/liquor is served or sold. Any event where alcohol is served through the concession area will be required to obtain special permission.
  - b. More than 480 persons are expected to attend an event.
2. Under all other circumstances the event sponsor/individual will provide adequate security. It is understood that no security is provided by the County unless it is sponsored by the County.
3. It is further understood that the event sponsor/individual is to exercise reasonable judgment regarding the number of security/traffic control personnel needed for their event. At a minimum no less than two (2) law enforcement officers are required for every 480 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be a State Certified Security Guard.
4. Prior to picking up the key from the Rodeo Grounds, all fees must be paid, arrangements for security secured, and certificate of insurance verified.
5. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating unless special permission is given by the Rodeo Manager.
6. The event application may be downloaded from the internet ([www.apachecounty.az.gov](http://www.apachecounty.az.gov)) and/or completed on line, and e-mailed to [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us) or mail original to:

APACHE COUNTY DISTRICT III SUPERVISOR  
PO BOX 428  
ATTN: TANYA PEA  
ST JOHNS, AZ 85936  
(928) 337-7608

5. Events may be scheduled up to two (2) years in advance. The Master Calendar is maintained and coordinated by Apache County so you can check the availability of specific dates and times. The calendared events can be seen on the link provided on the Apache County website.
6. Apache County reserves the right to unilaterally cancel a reservation for any of the rental facilities due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party.
7. The Rodeo Grounds Manager shall review all scheduled events for appropriateness, compatibility and safety prior to scheduling. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
8. Rental fees for the rodeo ground facilities shall be based on the Rodeo Grounds Rate Schedule in effect on the date the approval is given by the Apache County Board of Supervisors.



# Apache County District III Facility Use Application

## POLICIES/ PROCEDURES FOR THE ALPINE COMMUNITY CENTER

1. Apache County requires the event sponsor/ individual to provide security/traffic control personnel for events where:
  - a. Alcohol/liquor is served or sold. Any event where alcohol is served, it is required to obtain special permission.
  - b. More than 480 people are expected to attend an event.
  
2. It is further understood that the event sponsor/individual is to exercise reasonable judgement regarding the number of security/traffic control personnel for their event. **At a minimum no less than two (2) law enforcement officers are required for every 480 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer.** It is understood that no security is provided by the County unless it is sponsored by the County.
  
3. A copy of the Alcohol Usage Policies and Procedures is included for your understanding.
  
4. Any questions regarding the usage of the Alpine Community Center, please contact Vera Cassel at 928-339-4330 or Tanya Pea at 928-337-7608 or [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us).
  
5. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating unless special permission is given by the Community Center Manager.
  
6. The event application may be downloaded from the Apache County Website ([www.apachecounty.az.gov](http://www.apachecounty.az.gov)) and/or completed online and emailed to [tpea@co.apache.az.us](mailto:tpea@co.apache.az.us). It can be mailed to:  
  
APACHE COUNTY DISTRICT III SUPERVISOR  
PO BOX 428  
ATTN: TANYA PEA  
ST. JOHNS, AZ 85936
  
7. Events may be scheduled up to two (2) years in advance. The Community Center calendar is maintained and coordinated by Apache County. The calendared events can be seen on the link provided by the Apache County website.
  
8. Apache County reserves the right to unilaterally cancel a reservation for the Alpine Community facility due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party.
  
9. The Community Center Manager shall review all scheduled events for appropriateness, compatibility, and safety prior to scheduling. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
  
10. Rental fees for the facility shall be based on the Community Center Rate Schedule in effect on the date the approval is given by the Apache County Board of Supervisors.



# Apache County District III Facility Use Application

## ALCOHOL USAGE POLICIES AND PROCEDURES

1. Apache County may establish guidelines consistent with these policies and procedures, as deemed necessary for the safe, efficient, and optimum use of the County facilities.
2. All facilities shall be managed by Apache County in accordance with the provisions of these policies and applicable laws, regulations, and ordinances.
3. Apache County shall be responsible for the coordination and interpretation of the policies regarding the use of alcohol within County buildings.
4. Apache County requires the event sponsor/individual to provide security and traffic control personnel for events where:
  - A. Alcohol/liquor is served or sold. Any event where alcohol is served through the concession stand area will be required to obtain special permission or obtain a special event license through the Arizona Department of Liquor Licenses and Control.
  - B. When alcohol is served, at least one security guard must be present for the period of one hour before the event and one hour after the event or until the participants have left the premises. For groups greater than 200 people, two (2) security guards are required. Underage drinking will not be tolerated and offenders may be prosecuted by the local authorities.
  - C. It is further understood that the event sponsor/individual is to exercise reasonable judgment regarding the number of security /traffic control personnel needed for their event. At a minimum no less than two (2) law enforcement officers are required for every 480 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be an Apache County Sheriff Posse Reserve.
  - D. Any person or organization renting County facilities, who charges admission to the public in any form, sells alcoholic beverages, or where, in the judgment of the County, the risk of the event warrants such, must furnish the County a Certificate of General Liability Insurance including contractual insurance (and provision to serve alcoholic beverages if applicable) with bodily injury limits of at least \$1,000,000.00 for each occurrence and property damage limits of at least \$100,000.00 per occurrence (or such insurance with \$1,000,000.00 combined single limits) to a maximum of \$1,000,000.00 combined single limits per occurrence.





# Apache County District III Facility Use Application

PLEASE NOTE THAT ALL FEES WILL BE PAID TO APACHE COUNTY

**IF PAYING BY CHECK, PLEASE WRITE ONE CHECK FOR THE RENTAL AMOUNT  
AND ONE CHECK FOR THE DEPOSIT.**

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF THESE POLICIES.

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APPLICANT PRINTED NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

TITLE OF SIGNER: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICE USE**

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DATE APPLICATION RECEIVED \_\_\_\_\_

DATE PAYMENT RECEIVED: \_\_\_\_\_

EVENT AMOUNT RECEIVED: \$ \_\_\_\_\_

DEPOSIT AMOUNT RECEIVED \$ \_\_\_\_\_

CHECK OR MONEY ORDER NUMBER: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

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DEPOSIT AMOUNT RETURNED: \$ \_\_\_\_\_ DATE RETURNED \_\_\_\_\_

RETURNED BY: \_\_\_\_\_



# Apache County District III Facility Use Application

## Waiver of Liability and Hold Harmless Agreement

I, \_\_\_\_\_ (Name), in consideration of being allowed to participate in activities on property owned by Apache County, hereby release, waive and hold harmless Apache County, its Board of Supervisors, elected officials, officers, agents and employees (hereinafter referred to as RELEASEES), from and against any and all claims, demands, actions, or causes of action of any type whatsoever, including property damage, personal injury or death, and VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH arising out of or in any way related to my use of the Apache County Gym and any other property owned by Apache County or any of the RELEASEES.

It is my expressed intent that this release and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, and COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be constructed in accordance with the laws of the State of Arizona.

I am aware that there are risks and dangers associated whenever participating in athletic activities and in using Apache County property, including the risk of property damage, personal injury or death. I acknowledge that my participation and use of County property is voluntary and that I assume full responsibility for any injuries or damages I may sustain as a result of my participation. I understand that I am solely responsible for any medical costs I may incur as a result of any accident or other injury that may occur on any land or property owned or maintained by Apache County.

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY the RELEASEES from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my activity on any land or property owned or maintained by the County, and to reimburse the RELEASEES for any such expenses incurred.

In signing this release, I acknowledge and represent that I HAVE READ THE FORGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreements have been made; and I EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**(If participant is under 18 years of age, a parent or guardian must execute in addition to the above, the following waiver)**

I, \_\_\_\_\_ (parent/guardian of \_\_\_\_\_) do hereby represent that I am in fact, acting in such a capacity and agree to save and hold harmless and indemnify each and all of the parties referred to above as RELEASEES from all liability, loss, cost, claim of damage whatsoever which may be imposed upon said RELEASEES because of any defect in or lack of such capacity to so act and release said RELEASEES on behalf of both myself and the aforementioned minor.

\_\_\_\_\_  
Parent's Signature  
(If under 18)

\_\_\_\_\_  
Parent's Print Name