

Fort Bend County **FAIRGROUNDS**

Policies & Procedures

FFA Youth Groups

Rosenberg, Texas 77471
832-471-2590

FORT BEND COUNTY FAIRGROUNDS

Use Policies and Procedures

1. **ALLOWABLE USE:** Your FFA YOUTH GROUP may use the Fairgrounds to host your progress shows, which are an opportunity for your FFA YOUTH GROUP students to practice their showmanship skills and receive feedback about the progress of their livestock. Any other type of event besides a progress show will require an agreement signed by the school board and Fort Bend County Commissioners Court in order to schedule the event.
2. **PERMITTED LOCATIONS:** You may use only these areas for your progress shows:
 - a. Barn H and
 - b. The George Barn
3. **NUMBER OF PROGRESS SHOWS:** Subject to availability, your FFA YOUTH GROUP may schedule one progress show in July 2014 or August 2014 for County Fair projects **and** one progress show in November 2014 or December 2014 for a major livestock show project.
4. **NO RENTAL FEE:** There is no use fee for your event; however you must still comply with County Use Policies and Procedures for the Fairgrounds.
5. **RESERVATIONS:**
 - a. All reservations *must* be made by applying at the Fort Bend County Fairgrounds office in Building “C” at 4310 Highway 36 S, Rosenberg, and Texas. Reservations will be taken on a first-come, first-serve basis in accordance with the guidelines and policies of the County. It is the policy of the County to make the Fairgrounds facilities available for use under the terms and conditions set forth herein; to as broad a spectrum of groups and individuals of the County as is feasible. The County reserves the right to adopt rules that promote this policy and to make changes to the rules at the County’s discretion.
 - b. Reservations can be made by applying in person from 8:00 a.m. to 5:00 p.m., Monday through Friday, at the Fort Bend County Fairgrounds office, excluding holidays. The Fairgrounds will not be available for a period of time before, after and during the Fort Bend County Fair, as determined by County. Progress shows must end by 2:00 a.m.; Your FFA YOUTH GROUP will be charged \$25 per each quarter hour for failure to vacate the building by 2 a.m. Please note that these use hours also apply to the set-up and cleanup of your FFA YOUTH GROUP’s progress shows.
6. **POINT OF CONTACT:** Your FFA YOUTH GROUP Advisor is required to be present at all times at the facility and available to County personnel during the entire course of the use period. Your FFA YOUTH GROUP Advisor is responsible for ensuring that all policies and procedures are followed. Your FFA YOUTH GROUP Advisor will be the sole point of contact for scheduling and use issues; unless another point of contact is listed on the acknowledgement page of this document.
7. **COMPLIANCE WITH APPLICABLE LAWS:** Your FFA YOUTH GROUP using the facilities shall comply with all federal, state and local laws. Furthermore, Your FFA YOUTH GROUP assumes full responsibility and liability for the acts and omissions of all invitees, licensees, contractors, vendors, guests, relatives, friends and their respective invitees and licensees with respect to the use.
8. **ALCOHOLIC BEVERAGES:** The sale, consumption or distribution of any alcoholic beverage(s) is prohibited.
9. **CLEAN - UP:** At the end of the progress show, it is the responsibility of your FFA YOUTH GROUP to clean and return the facility to the same condition as existed prior to use.
 - a. If you fail to do this, your FFA YOUTH GROUP will be invoiced for the cost to County to restore the facility, which shall be paid no later than 10 business days from the date of the statement.
 - b. At a minimum, clean-up shall include:
 - i. Cleaning and neatly returning tables and chairs to their original location;
 - ii. Sweeping floors;
 - iii. Removing decorations and signage; and
 - iv. Properly disposing all trash in supplied dumpsters. Events whose waste exceeds capacity of the provided dumpsters must make additional arrangements, at their own cost, for additional dumpsters.
10. **COUNTY FUNCTIONS:** Programs conducted by the County will be given priority over any reservation requests. The County reserves the right to cancel any reservation that may conflict with a County sponsored event or activity. Every effort is made to minimize and/or eliminate the likelihood of such an occurrence.
11. **ADULT CHAPERONES:** In order to use the Fairgrounds for progress shows, at least one (1) adult chaperone must be present at all times for each fifteen (15) youth in attendance. Failure to comply may result in ending the event early and denial future use of the property.

12. **DECORATIONS:** All decorations attached to the physical structure (walls, ceilings, etc.) of the facilities must be pre-approved by the Facility Manager. Dance waxes, birdseed, rice, or similar items are prohibited at the facilities or on the grounds of the Fairgrounds. This is for user safety and the protection of the integrity of the Fairgrounds. Please be advised that if any such materials are used, you may be denied future uses of the facility, regardless of whether you took appropriate measures to clean the materials up. **SMOKE MACHINES ARE NOT ALLOWED**
13. **SIGNAGE:** No banners, flags, temporary signs, or similar visual effects may be attached to buildings, canopy structures, fences, lights, sign posts, trees or secured by staples, nails, screws, tape or other means that may cause damage to structures or amenities.
14. **TABLE COVERINGS:** Table coverings are required on any table where food, beverage, paints or other liquids will be consumed or placed. Plastic, paper or cloth varieties are allowed. Table coverings must not be stapled or taped to tables. Any damage to table surface will be invoiced to the your FFA YOUTH GROUP and must be paid within 10 business days.
15. **TABLES AND CHAIRS:** The use of tables and chairs are provided at no charge, but your FFA YOUTH GROUP is responsible for set-up and takedown. Your FFA YOUTH GROUP *is prohibited from removing tables and chairs from buildings.*
16. **INDEMNIFICATION:** Your FFA YOUTH GROUP agrees to indemnify and hold harmless Fort Bend County, its officers, agents and employees harmless from any and all actions, claims, costs, damages and expenses, including but not limited to attorney's fees and court costs, arising out of the use of the Fairgrounds by your FFA YOUTH GROUP, renters invitees, licensees, relatives, friends, and their respective invitees or licensees associated with the use of the Fairgrounds facilities.
17. **PERSONAL LOSSES AND DAMAGES ARISING AT USE:** Fort Bend County is not responsible for lost, damaged or misplaced property placed at any facility or grounds. Furthermore, your FFA YOUTH GROUP agrees that the County is released and discharged from any and all liability for loss, injury or damage to persons or property that may be sustained arising out of the use or occupancy of the Fairgrounds facilities and/or its grounds.
18. **FACILITY ACCESS:** Arrangements will be made with your FFA YOUTH GROUP to open and close the facility. In the event of an emergency, please contact the Sheriff's Office Dispatcher at (281) 341-4666 for assistance.
19. **PARKING:** Parking for guests and contractors is available on the Fairgrounds. All fire lanes and handicapped parking notices must be observed and compliance is required.
20. **TENTS:** Tents may be brought in and set-up during arranged event set-up times. All tents must be secured via water barrels only. No stake style tents will be allowed on the grounds for safety reasons.
21. **FIRE MARSHAL:** Fire code shall be enforced at all events by the Fire Marshal personnel.
22. **ELECTRICAL CONDUITS:** Nothing shall be attached by your FFA YOUTH GROUP to electrical conduits. Any event needing electrical tie-in requires approval of management and a licensed electrician at your own cost.
23. **VEHICLES INSIDE BUILDINGS:** Vehicles, boats, and equipment are not allowed inside buildings without approval from Fairgrounds Manager and the Fire Marshal. All vehicles, boats, and equipment batteries must be disconnected per Fire Marshal instructions. Your FFA YOUTH GROUP shall not store any motor fuel inside any building. Fuel tanks on vehicles, boats and equipment on display will be secured in accordance with instructions by the Fire Marshal.
24. **FIREWORKS:** Absolutely no fireworks are allowed on Fairgrounds property.
25. **OPEN FLAMES:** **Absolutely no open flames**, flame producing devices or any flammable and/or combustible materials are allowed inside the facilities. This includes, but is not limited to, the following: candles, torches, incense burners, charcoal grills, sterno burners, etc. Failure to comply with this requirement may result in denial of future uses of the facility, regardless of whether Your FFA YOUTH GROUP attempted to remedy and clean up any resulting mess or damage. For outdoor cooking see **ELECTRICAL CONDUITS, above.**

26. **COOKING:** Cooking is allowed only in the designated and posted areas inside certain facilities.
- a. Upon approval of County, cooking may be conducted in certain areas other than the designated kitchens and your FFA YOUTH GROUP will be responsible for providing and paying for Fire Security. In addition to Fire Security, only approved portable cooking equipment may be used. The heating only of food will not require the attendance of Fire Security, but will require inspection by Fire Marshal personnel of equipment prior to use to ensure safe operation. Approved Cooking Equipment: LP-gas fueled cooking appliances must meet the requirements of the County Fire Code.
 - b. Cooking requirements
 - i. All food vendors shall have a current and passing inspection by the County and Cities Health District.
 - ii. Cooking booths outdoors shall be separated by a minimum of 10'. This does not apply to warming devices with no open flame or heat.
 - iii. Cooking and Heating is prohibited within 10' of an exit or combustible materials.
 - iv. No storage of LP-gas is allowed in any tent or canopy and/or cabinet.
 - v. Commercial cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying.
 - vi. Must have an approved 2A:10BC fire extinguisher for each canopy or tent and within 30' of the cooking area.
 - vii. If vegetable or animal fat is present, a Class K extinguisher is required and must be disposed in accordance with state law and county/city regulations.
 - viii. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor.
 - ix. Glass bottles are prohibited.
27. **THERMOSTAT CONTROLS:** Thermostats can only be adjusted by the Fairgrounds employee. Any adjustments to thermostats by your FFA YOUTH GROUP or their guests will result in Your FFA YOUTH GROUP being financially responsible for increased usage costs and/or any damage caused by tampering with thermostats.
28. **FACILITY MONITOR:** Upon the conclusion of any event, a Fairgrounds Representative will inspect the condition of the premises and verify that the premises have been left in the same condition as received. A final use report form will be completed to acknowledge that all your use responsibilities have been met.
29. **INFLATABLE JUMP/BOUNCE HOUSES:** Any inflatable jump/bounce houses will be used at your FFA YOUTH GROUP and guest risk. Fort Bend County will not be responsible in any manner for any injuries sustained from any use or installation of inflatable jump/bounce houses.
30. **INSURANCE:** Liability insurance for events open to the public is required and the responsibility of your FFA YOUTH GROUP. It is also the responsibility of your FFA YOUTH GROUP to ensure that your school board is aware that you are using the County Fairgrounds and that your activities are covered per the school's insurance policies.
31. **ANIMALS:** Animals (except service animals) are prohibited from the Fairgrounds unless approved in advance, in writing by the Fairgrounds Manager. Approval will be given for animal events which would include livestock shows, rodeo, horse riding, dog shows etc.
32. **RODEO ARENA/BARNS:** The FFA YOUTH GROUP is responsible for complete cleanup of the rodeo arena/barns and leaving rodeo arena/barns in good condition.
- a. No clean out of horse/livestock trailers in the parking area is allowed, please dispose of all manure in the appropriate areas provided.
 - b. Please clean stalls/pens and dispose of all used feed or bedding products in appropriate areas.
 - c. Please dispose of all garbage in the appropriate garbage cans or dumpsters.
 - d. The FFA YOUTH GROUP must properly dispose of all animal feces, manure and shavings in supplied dumpsters. Events whose waste exceeds capacity of the provided dumpsters must make additional arrangements, at their own cost, for additional dumpsters.
 - e. The rodeo arena will be groomed and watered, as needed, prior to use, but any additional tractor /driver times will be charged \$25 per hour. Renter may provide at their own cost suitable arena preparation equipment, including drag, water truck, etc.
 - f. Equipment, including arena panels, fencing, water troughs, etc. may not be moved without prior authorization.
 - g. No additional material may be added or alterations made to the footing of the arena.
 - h. No horses are to be tied to fences, arena rails or chain link fence.
 - i. No overnight stabling unless otherwise requested or approved.

*Fort Bend County
FAIRGROUNDS*

No Fee Use Policies & Procedures – Acknowledgment & Agreement

I am the FFA YOUTH GROUP Advisor for my school and I have been provided a copy of the Use Policies and Procedures and agree to abide by them in their entirety. I further acknowledge and agree that my FFA YOUTH GROUP will be financially responsible for any and all damages that may occur during our use of the Fairgrounds, regardless of who actually caused the damage. Further, I agree as follows:

_____ **I UNDERSTAND AND AGREE THAT IF MY FFA YOUTH GROUP FAILS TO COMPLY WITH LAW OR WITH THE REQUIRED POLICIES & PROCEDURES THAT MY GROUP BE CHARGED AN AMOUNT THAT WILL EQUAL WHAT THE REGULAR RENTAL FEE WOULD BE FOR THE FACILITY OR THE ACTUAL COST OF THE DAMAGES, WHICHEVER IS GREATER. I FURTHER UNDERSTAND AND AGREE THAT IF ANY REQUIREMENT IS VIOLATED, THAT MY ORGANIZATION WILL NO LONGER BE ALLOWED TO HOLD EVENTS AT THE FAIRGROUNDS.**

_____ I understand and agree that alcoholic beverages cannot be served at any progress show.

_____ I understand and agree that glass bottles of any kind are not allowed.

_____ I understand and agree that I must leave the facility in the same condition as received.

_____ I understand and agree that I will be charged for the replacement cost for any damages to tables and/or chairs.

_____ I understand and agree that no open flames are allowed at any time, including but not limited to candles, torches, burners, grills, etc. I further understand and agree that no fireworks of any kind are permitted.

_____ I understand and agree that dance wax, bird seed, rice and smoke machines are prohibited.

_____ I agree inflatable jump/bounce houses will be my responsibility and that Fort Bend County will not be responsible for any injuries sustained from any use or installation.

_____ I agree and understand that any concessions require a permit from the City of Rosenberg Health Department.

_____ I understand and agree that this Acknowledgement & Agreement sheet is not a substitute for reading the entire Use Policies & Procedures. I know that my FFA YOUTH GROUP is responsible for all requirements contained in the Use Policies & Procedures, regardless of whether those requirements appear on this sheet.

Printed Name of FFA YOUTH GROUP Advisor

Date

Signature of FFA YOUTH GROUP Advisor

Advisor Phone Number and Email Address

Designated Contact Name for FFA YOUTH GROUP

Designated Contact Phone Number and Email Address

Witnessed:

Fairgrounds Representative

Date