

That Famous Preston Night Rodeo

Arena Usage Policy, Rules, and Regulations (Spring 2025 version)

Our aim is to provide a safe, reliable, and usable facility for the residents of the local communities to gather in one place for the purpose of entertainment and education.

FEES

All fees collected for the use of this facility will be used for supplies, utilities, maintenance, repair, and improvement of the facility. The facility was built with private funding and does not receive tax dollars for its upkeep. In order to make the facility available we must charge a fee for all activities or functions that use it and **who collect some form of revenue or charges fees to event participants, whether the event is for profit or non-profit**. Revenues include participant fees, entry fees, participant purses, gate fees, admission fees, requested donations, etc. The basic fee may be waived for small events that do not generate revenue. **The base fee for level 3 events may increase based on negative impacts to the arena. Facility management reserves the right to prohibit use of this facility if the risk of arena damage is too great.**

Fees are assessed per event day. No additional fees are assessed for set-up prior to the event or for take-down and clean-up after the event.

Fees must be paid before picking up the keys to the facility. **There are no exceptions to the policy of prepayment.** The fees will be paid with two separate checks – one check for the deposit and one check for the fees that will be kept for the use of the facility. We do not accept cash or a credit card for payment. Make checks payable to “That Famous Preston Night Rodeo Inc”.

SCHEDULING

Any person or group wanting to exclusively use the facility for any type of event must schedule the facility at least 7 days in advance of the date of the event. No persons or groups will assume exclusivity of the facility unless they have properly scheduled the facility.

All scheduling of the facility will be done by calling Sarah at the County Road and Bridge Office at (208) 852-0610 **Monday through Thursday only**. Please note that this is for the arena facility and bathrooms only and does not include any fair or County buildings. A person or group may schedule a date for an event up to two years in advance. **Those scheduling the facility must pick up a copy of 1) Arena Usage Policy, Rules, and Regulations, 2) Arena Facility Usage Hints, and 3) Arena Facility Inspection Form. At this time, you must also complete the Arena Facility Use Form.** Please note that merely scheduling the event does not guarantee use of the facilities until this Policy has been signed, the Arena Facility Use Form has been completed, fees have been paid, and insurance coverage has been verified. The event must be scheduled at least 7 days in advance to ensure that the facilities will be ready for use. Also be aware that if a scheduling conflict occurs, regardless of who is at fault, That Famous Preston Night Rodeo, the Franklin County Fair, and Franklin County 4-H events or activities take precedence over any other event.

All events must end no later than 10:00 pm on weeknights and 11:00 pm on weekends.

FACILITIES PREPARATION

The arena is worked regularly throughout the summer months. You can expect the arena to be reasonably groomed and free of debris prior to your event. Parties requesting other special preparations will need to provide

them through their own means. Watering and grooming during an event will be your responsibility. Rodeo and County owned equipment can only be used and operated by Rodeo and County personnel.

There will be no structural changes to the facility by those who are using the facility without express written permission of management.

There will be no disturbing of the base soil of the arena. Dirt or other foreign material hauled into the arena shall not mix with the existing dirt in the arena. No existing soil shall be removed from the arena.

LIABILITY AND SAFETY

It is understood that those using the facility do so at their own risk. Those who are engaging in equine activities understand that Idaho has an equine activity statute (Title 6 Chapter s 6-1801) that limits the liability in case of injury or death. Any person or group assumes responsibility for the type of event they are sponsoring.

Events that rely on spectators or admission of the public will be responsible to purchase spectator liability insurance or in some way be covered by this insurance.

Any person or group using the facility assumes responsibility to report any dangerous or potentially harmful condition of the facility to facility management.

Persons or groups using the facility will be responsible to prepare for any emergency that could occur during the event. This includes, but is not limited to, fire extinguishers, EMTs, ambulances, etc.

DAMAGES, REPAIRS, CLEAN-UP

The facility must be properly cared for during all events. Persons or groups using the facility are liable for any damage that occurs as a result of the event. Damaged panels or gates will be replaced not repaired. Other damages will be repaired to the satisfaction of facility management. Repairs that must be done during an event will be the responsibility of the persons or groups using the facility.

The facility will be left in as good as or better condition as it was prior to your event. Garbage must be picked up from the stands and grounds immediately after the event. Garbage that blows from over full garbage cans will be cleaned up by those using the facility. The stands may need to be blown or swept off. Lights if used must be turned off.

A facility representative will inspect the facility no later than two business days following the event. They will contact you if you fail any portion of the inspection. At that time you will have the option to remedy the inspection failures or forfeit your deposit.

Any event that changes the level of the existing soil will incur extra charges for arena staff to re-level the arena.

Keys must be returned no later than two business days after the event. Lost keys will incur an extra charge to change the locks and make new keys.

Failure to properly clean the facilities will result in forfeiture of the deposit. Deposits will not be partially refunded. Discretion to return or keep the deposit is solely left to management.

If damages exceed the amount of the deposit, those using the facility will be financially responsible for the damages. Management will work with you to keep the cost of the repairs to a minimum.

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Arena Facility Usage Hints: (Spring 2025 version)

1. Familiarize yourself with the facility a few days before your event.
2. Familiarize yourself with the Facility Policies, Rules, and Regulations and pass the information on to other key personnel associated with your event.
3. Contact a facility representative after you have signed the contract if necessary to coordinate your event with them.
4. Inform a facility representative ahead of your event of any special accommodations you will need assistance with.
5. Familiarize yourself with the Facility Inspection Form. Document any existing damage, broken items, or uncleanliness with a facility representative.
6. Return your keys and the Facility Inspection Form no later than two days following your event
7. Additional charges:
 - a. Lost keys - \$75.
 - b. Late return of keys - \$25.
 - c. Damage – cost to repair or replace items.
 - d. Un-cleaned facility – forfeit your deposit.

Facility representatives:

Richard Swainston – (208) 251-4983

Thane Winward – (208) 317-6491

Jeff Hollingsworth – (208) 339-1702

Kris Beckstead – (208) 339-0527

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Arena Facility Use Form (Spring 2025 version)

Event Name: _____

Event Description: _____

Contact Name: _____

Contact Number: _____

Date(s) of Event: _____ Estimated finish time: _____

Base Fees (per day):

Level 1 Event: \$0 - \$50 Fee: \$175* Deposit: \$200 []

Level 2 Event: \$50 - \$2,500 Fee: \$375* Deposit: \$400 []

Level 3 Event: \$2,500 + Fee: \$875** Deposit: \$600 []

* Includes a \$75 restroom use and cleaning fee.

**May increase. Refer to the Arena Usage Policy, Rules, and Regulations.

Includes a \$125 restroom use and cleaning fee

Lights: \$25 []

Level arena after event (if necessary): \$500 []

Fee \$ _____ Ck# _____ Deposit that may be returned to you \$ _____ Ck# _____

Special requests or preparations:

You understand that:

The facilities must be ready for inspection by noon the following business day? _____

You need to pay the fees and deposit before the day of the event? _____

Your deposit may not be returned based on the decision of management? _____

You are responsible for cleaning the grounds, arena, and grandstands? _____

You are responsible for damages to the facility and grounds? _____

You are responsible for any special preparations of the arena? _____

You must provide insurance and/or proof of liability? _____

Events must end no later than 10:00 pm on weeknights, 11:00 pm on weekends? _____

You have read and understand the Arena Usage Policy, Rules, and Regulations? _____

Signature _____ Date _____

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Arena Facility Inspection Form

Event Name: _____

Contact Name: _____

Event Dates: _____

Facility Representative: _____

Checklist:

	Yes	No
Grounds are clean?	[]	[]
Stands are clean?	[]	[]
Damage to stands?	[]	[]
Damaged gates or panels?	[]	[]
Arena is free of debris?	[]	[]
Arena soil needs to be leveled?	[]	[]
Return deposit?	[]	[]

Notes:

Facility Representative Signature: _____ Date: _____