



Garfield County

Board of Commissioners Agenda Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Garfield County Board of Commissioners Agenda. One (1) form is required per agenda item.

Department/Agency: **Fairgrounds & Events**

Submitted By: **Coral Miller**

Phone Number: **970-445-0977**

E-mail: **cmiller@garfieldcountyco.gov**

Date of Board of Commissioners Meeting to consider this item: **April 7, 2025**

(Must be submitted by **Wednesday, 11:00 a.m.** prior to Monday meeting)

Topic: **Fairgrounds fee waiver request for Memorial Day Riders**

Description (short summary of topic): **Fee waiver request for the indoor arena**

Name(s) of presenters: **Coral Miller & Aileen Apodaca**

Requested Board Actions (if funding is requested, specify amount): **Waive \$500 in use fees**

PLEASE PROVIDE: Seven (7) paper copies and one (1) E-mail copy of all documentation to support the agenda request to **Vola Mercer**, email: vmercerc@garfield-county.com or mail to 108 8th Street, #101, Glenwood Springs, CO 81601, no later than Wednesday, 11 a.m. prior to the Monday meeting. Failure to provide backup material timely and as requested may result in removal or continuance of your agenda item at the County's discretion.

For office use only:

Where does item need to appear: _____

Date Submitted: _____

Materials Received: _____

County Funds requested: _____



AGENDA SHEET

Board Meeting Date:	April 7, 2025
Agenda Category:	Action Item
Date:	March 20, 2025
Prepared and Presented By:	Coral Miller and Aileen Apodaca

SUBJECT: Fairgrounds Fee Waiver Request for Memorial Day Riders Event.

SUMMARY: The Memorial Day Riders are requesting a fee waiver for the use of the Indoor Arena at the Fairgrounds on Sunday May 25 and Monday, May 26, 2025.

BACKGROUND: This organization serves the community by raising funds for veterans. All funds go to local veterans in times of need or hardship. They are requesting use of the Indoor Arena at the Fairgrounds for a fundraiser. They used the facility for the same purpose last year and were granted a fee waiver. Staff would need to hard roll part or all the footing surface to allow for tables, chairs, etc.

DISCUSSION: The total cost for this event at the "Standard" rate on a county holiday is \$250 per day. A refundable deposit of \$500 is required as well. The BOCC has budgeted \$40,000 for fee waivers at the Fairgrounds for 2025. A total of \$15,200 in fees have been waived so far in 2025.

RECOMMENDATION: Approve the request to waive the fees and require the Memorial Day Riders to pay the \$500 deposit, to sign our rental agreement, and to provide the required event insurance certificate.

ACTION REQUIRED: Vote on the fee waiver request.

Attached please see: Fee waiver spreadsheet

[illegible]