



## 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 and Events

Submitted By: Coral Miller

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Phone Number: 970-445-0977

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 Flat Tops Church.

Description: Fee waiver request to use all facilities and stalls.

Name(s) of presenters: Coral Miller

Requested Board Actions (if funding is requested, specify amount): Waive \$3,800 in use fees. Opportunity Cost for the whole facility at Standard rate is \$3,000.00 and no cost for stalls.

**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](mailto:vmercerc@garfield-county.com) or mail to 108 8<sup>th</sup> 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

<b>Board Meeting Date:</b>	<b>April 7, 2025</b>
<b>Agenda Category:</b>	<b>Action Item</b>
<b>Date:</b>	<b>March 18, 2025</b>
<b>Prepared and Presented By:</b>	<b>Coral Miller</b>

**SUBJECT:** Fairgrounds Fee Waiver Request for Flat Tops Church (Rodeo Bible Camp)

**SUMMARY:** Flat Tops Church is requesting a fee waiver for the use of all facilities including 40 stalls for Rodeo Bible Camp on June 16, 17, 18, and 19, 2025.

**BACKGROUND:** Flat Tops Church Rodeo Bible Camp is a annual youth event that is held at the fairgrounds for boys and girls to learn specific rodeo skills or improve skill levels all while hearing Jesus Christ's word. The event range from team roping, barrel racing, pole bending, bull riding, and more.

**DISCUSSION:** The total cost for the Rodeo Bible Camp event at the Youth Rate is \$350.00 per full day, for a total of \$1,400, with a refundable \$500 deposit. The total cost for the stalls at the Night Rate (associated with an event is \$600 (\$15 per stall) per day, totaling \$2,400. The total cost for both rental of facility and stalls is \$3,800. 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 Flat Tops Church 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 Tracking Sheet.

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