

Corwin Arena, Outdoor Arena and Outdoor Restrooms CLEANUP PROCEDURES & RESTRICTIONS

*PLEASE READ AND FOLLOW THESE ITEMS CAREFULLY
TO AVOID DEPOSIT LOSS*

All cleaning supplies, brooms, dust pans, etc., are located in clearly marked Cleaning Supplies closets throughout the building. All items must be returned to its proper place.

All JCFC facilities are non-smoking, no exceptions. Outdoor smoking is tolerated as long as cigarette butts or other smoking related items are deposited in proper receptacles. Any outdoor littering *WILL* result in full or partial loss of cleaning deposit.

The renter is responsible for all setup and cleanup unless other arrangements are stipulated in the contract and an extra cleaning deposit paid for in advance.

All trash containers must be emptied into outdoor trash bins and clean bags installed in all containers, including all bathrooms.

All non-carpeted floors, including bathrooms and kitchens, must be swept thoroughly. All spills or obvious spots must be wiped up or if necessary floors must be completely mopped.

All trash, cigarette butts, decorations, signs, gum on floor, etc., connected to your event must be removed from the grounds surrounding JCFC, the front entryway and the parking lot.

Renters & their guests must remain in the rented area at all times, or full rates for the unauthorized use of other areas and cleaning fees will be charged. **Children must be supervised and must remain in the rented area at all times.**

A FRIENDLY REMINDER TO ALL ARENA USERS

1. If you have the arena rented, your arena time starts when your reserved time starts, (this includes warm up time). There will be no early arrivals or staying past rental time, without prior notice to the fair staff. If these rules are not followed you will be billed for a day's arena rental (\$375.00). Cancellations are mandatory 24 hours in advance of your scheduled arena rental. If you do not cancel with the staff, then you will be charged the rental fee for the time that you were to have the arena. Of course in the winter time weather related cancellation is understandable and reasonable notice of cancellation is required.
2. Driving or parking on the grass is prohibited due to underground sprinkler system.
3. **ALL** vehicles must be parked in the front parking lot. Please do not park around the arena, shop or stalls. It is a fire lane that goes around the arena and down by the shop and stalls.
4. **Pick up after yourself and your horse.**
5. If you are using any of the barrels and/or equipment in the arena, please pick up and put them back
6. You **MUST** reserve the arena and have insurance if you are using cattle in the arena.
7. **NO** Horses on the Grass (walking, standing, etc.) at any time.
8. **NO** Parking around the horse stalls. Park in the front parking lot only

9. **NO** dogs in the arena at any time. Any dogs on the grounds must be on leash.
10. **NO** cleaning out horse trailers in the front parking lot, out back or anywhere else on the grounds.
11. South end of Corwin Arena parking is prohibited; the only exception is to unload livestock.
12. Put all garbage in the dumpsters or in garbage cans. Please do not leave garbage on top of railing, behind the railing, behind the chutes, in the parking lot etc.
13. **NO** tying horses behind the bucking chutes at anytime.

BEFORE YOU LEAVE THE GROUNDS DID YOU:

1. Turn off arena and bucking chute lights and lock up breaker box?
2. If you used the offices and announcer's booth upstairs did you turn off the sound system and close the windows in the announcer's booth?
3. Close and lock all the doors upstairs?
4. Close and lock the main overhead sliding door at the bottom of the stairs?
5. Close ALL arena doors?
6. Pick up all the trash in arena (including bleachers)?
7. Put all equipment (barrels, poles etc.) back in their proper places?

EMERGENCY CONTACTS:

In case of Fire or Police emergency please dial 911.

Fair Complex Office: 541-325-5050

Fair Complex Cell: 541-419-0524

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