



## **Stillwater County Facility Rentals – Rules and Requirements**

- 1. Event day hours are defined as 6:30am-10:00pm unless defined in writing otherwise. Renters may enter the property only during event hours on the days rented.**
- 2. If any problems or damages are found within the facility during setup, lessee shall notify County immediately.**
- 3. Additional days required for setup / tear down will require associated fees outlined except for events paying the full daily rate for two days or longer. These events will be allowed on additional day for either setup or teardown.**
- 4. A certificate of general liability insurance is required for all events with minimum coverage of \$1,000,000 per claim / \$1,000,000 per occurrence listing Stillwater County as additional insured.**
- 5. All commercial lessees must provide proof of Worker's Compensation insurance or IECC exemption for all employees on the property.**
- 6. No off-site use or rental of any furnishings, fixtures, or equipment. All County property must remain on the premises at all times during a scheduled event.**
- 7. All scheduled events which are cancelled 30 days or more from the date of the event will receive a full refund of both total fees and total deposit fees. Total deposit fees will not be refunded for any event cancelled after this point.**
- 8. All caterers and food truck owners must provide a copy of their food service license for any public event held on the property.**
- 9. All events serving alcohol will conform to the Stillwater County Liquor policy.**
- 10. Events at the Stillwater County Pavilion will be limited to 150 attendees. Events exceeding 150 attendees will be required to be held at the Civic Center.**
- 11. The County agrees to furnish hand soap, paper towels, and toilet tissue for the restrooms. Renter is responsible for all other supplies as needed.**
- 12. All pets on the property must remain on a leash at all times. Pet owners are responsible for cleaning up after their pets while on the property.**
- 13. All event security is the responsibility of the lessee. Stillwater County does not assume responsibility for theft or damage to personal property or exhibits during any event. Law enforcement may be required by the Board of County Commissioners for events on a case-by-case basis and any associated costs will be the responsibility of the event organizer.**
- 14. If any vandalism is found during or after the event, the lessee will be required to pay for all repairs. Event organizers will be held fully responsible for all guests, attendees, and possessions during an event.**
- 15. Any event not conforming to these rules and requirements will be subject to forfeiture of deposit fees. Individuals and groups may be banned from any future use of the facilities at the discretion of the Board of County Commissioners.**