

**RULES AND REGULATIONS
GOVERNING THE USE OF TOLLAND COUNTY AGRICULTURAL CENTER**

The following Rules and Regulations govern the use of Tolland County Agricultural Center, Inc., including all or any portion of its buildings, grounds, equipment, fixtures, furniture and other property (the "Center"). Failure to abide by these Rules and Regulations may result in penalties being assessed against the violation user, including a prohibition on any further use of the Center. The term "user" means the organization (and its representatives) or individuals using the Center for an event.

1. Users are responsible for proper use of the Center and will leave the center in good order. Except as otherwise expressly set forth, damage or custodial costs and disbursements will be borne by the users.
2. Garbage, papers and other trash must be picked up and placed in proper receptacles. Trash in plastic bags should be deposited in the dumpster inside the enclosure near the West side of the Center grounds. Trash should not be thrown into the enclosure over the top of the gate. The gate should be opened and the trash put directly into the dumpster.
3. If the Tolland County Agricultural Center, Inc. performs clean up or incurs any other non-routine costs or makes any non-routine disbursement as a result of or in connection with your event, you will be billed for the costs and disbursements.
4. Users are responsible for all applicable federal, state or other taxes of fees associated with their use of the Center.
5. Each user agrees that the Tolland county Agricultural Center, Inc. shall not be held responsible for any accident or damage to person or property that occurs during or in connection with any event conducted by the user at the Center. Each user also agrees to indemnify and hold harmless Tolland County Agricultural Center, Inc. and its director, officers, employees and agents against and from any cost or disbursements regarding any such accident or damage.
6. A refundable deposit may be required from a user as a condition to approval of the user's application to use the Center. This deposit will be refunded to the user by the Tolland County Agricultural Center, Inc. after assessment by Tolland County Agricultural Center, Inc. of any costs and disbursements that may be payable by user.
7. Users conducting horse shows, auctions or any program with paid or unpaid admissions at the Center are required to obtain, at the user's expense, adequate liability insurance for the event. The required liability policy must be taken out in the name of BOTH the user AND Tolland County Agricultural Center, Inc. and should have [aggregate] [per occurrence] liability limits of not less than \$1,000,00. A certificate of insurance, binder or copy of the insurance policy must be submitted to Tolland County Agricultural Center, Inc. at least 10 days before the scheduled event. Any insurance questions regarding the Center should be addressed to Penny-Hanley & Howley Co., Inc., 52 Main Street Stafford Springs, CT 06076. Telephone: 860-684-2721.
8. Advertising can be done in the Center's existing signboard between events, for up to one week prior to the scheduled event. The sign must be first hung on a 4' X 8' sheet of plywood and must be removed immediately after the event. Users should contact the Center manager for further event advertising information.

9. No signs promoting an event should be posted on telephone poles. Users will be held responsible for any fines, penalties or personal or property damage resulting from or assessed in connection with a violation of this rule. Any signs posted in the area of the Center must be removed immediately after the event.
10. Each person (a) applying for the use of the Center (whether signing the application on behalf of an organization or in his or her own individual capacity) and (b) signing out of keys from, and for the use at, the Center must be 21 years of age.
11. Bare feet are not allowed at the center at any time.
12. No alcoholic beverages or illegal substances are allowed at the Center at any time.
13. All buildings and grounds within the Center are Smoke Free Areas.
14. Users must follow the guidelines set forth below if they are serving or selling food at the Center to the public at large.
 - a) Any time food is served, a permit must be obtained from the North Central District Health Department, 30 Lafayette Square, Vernon, CT 06066 (telephone: 860-872-1501).
 - b) The only place that food can be served and sold at the Center is in the kitchen in the Activities Building (GOLD). This kitchen has been licensed and approved by the North Central District Health Department.
 - c) Users must comply with the rules posted in the kitchen of the Activities Building. Tolland County Agricultural Center, Inc. has gone to considerable expense and effort to maintain this kitchen and expects it to stay well maintained.
15. The Center is the result of many hours of volunteer work. The Tolland County Agricultural Center, Inc. asks that you respect the Center and the Center's property as if it were the user's own property.