

**POWDER RIVER COUNTY MULTI-PURPOSE BUILDING  
USER FEES AND RESPONSIBILITIES**

<b>Facility/Event Type</b>	<b>Fee/Day</b>	<b>Per Hour</b>	<b>Deposit</b>
Multi-Purpose Bldg - Profit	\$ 100.00	\$ 15.00	\$ 150.00
Multi-Purpose Bldg - NFP	\$ 60.00	\$ 15.00	\$ 150.00
Multi-Purpose Bldg Lights	Pay Per Use	Pay Per Use	--
Tables	\$ 10.00 per table per day		
Chairs	\$ 10.00 per 25 chairs per day		

**\$100.00 Deposit and Renter has to clean facility  
No Charge for Youth Events/Activities**

**ALL USERS WILL BE REQUIRED TO SIGN RESPONSIBLE PARTY AGREEMENT BEFORE USE**

**USERS AND RENTERS RESPONSIBILITIES:**

1. Contact Sheriff's Office at least two (2) days in advance to schedule any event or use of arena or concession.
2. Pay required fees and damage/cleaning deposits and sign "Hold Harmless Agreement" prior to date of event or use. Keys will not be released until paid. \$10.00 late fee for keys not returned. Fees may be paid in advance by month or season. No cancellation refunds.

Users of the facilities for events will be required to provide liability insurance. Limits of liability is determined by type of event. Users must meet with county commissioners, provide proof of insurance and enter into Facility User's Agreement in advance of event.

3. Leave premises in neat and orderly condition including garbage pickup. Barrels must be emptied into city dumpsters.
4. Check building after each use to see that heat and lights are turned off and building is locked. If lights are left on or doors are not locked, user will be charged an additional \$15.
5. Users will contact the County Commissioners after use for inspection to determine what portion of damage or cleaning deposit is to be returned. Must be done within 7 days of event or all of the deposit will be forfeited.
6. No unauthorized use of plug-ins at any facilities; no motor homes or campers will be allowed to use County electricity.
7. Two (2) days after auctions or sales, everything must be removed from the facility. Deposit fee will be used to remove anything remaining.
8. Arena users will be responsible for making arrangements for working the arena.
9. Arena area restrooms will be locked. Keys for those who wish to have the facilities available can be picked up at the Sheriff's Office after payment of a \$30.00 damage deposit.
10. One person may reserve one day per week from 1 – 5 pm (prime time). A person may rent more than one day per week if there are open prime time slots available after the first month.
11. To reserve a slot for a month in advance, renter must pay for the month in advance. Time slots are \$60.00 per day. Renters can only reserve hourly if no one has it reserved. All other times can be reserved at an hourly rate.