

POLICIES FOR RENTAL OF 4-H BUILDING & LIVESTOCK BUILDING
on the HARVEY COUNTY FAIRGROUNDS

All transactions for deposits, rental payments, refunds, cancellations etc. must be made in person at the Harvey County Extension Office, agent for the Harvey County Free Fair Board.

Cash or Check are accepted as deposit & rental fee.

RESERVATIONS:

1. Available up to 3 months in advance. Facilities will not be rented to anyone under the age of 21.
2. No tentative or telephone reservations are taken
3. Reservations accepted for rain dates, however, if another party requests the date, the rain date party will be notified and must complete deposit and sign lease or forfeit the date.
4. The following groups may use the buildings at no charge: Harvey County 4-H Clubs, other county Extension Groups and sponsored events, Harvey County FFA Clubs
5. Maximum rental period is 5 days unless by special permission of the Fair Board Executive Committee
6. ½ DAY rental cut-off time is 5 p.m.
7. Full Day will be from 6 AM until Midnight unless consecutive days are rented by same group. All cleaning must be completed and everyone must leave the facility by midnight. If parties remain past the agreed time limit deposits may/will be retained.

DEPOSIT:

1. **Due with signed lease agreement, cash or check, and will be cashed upon reserving the facility.**
2. An employee will inspect the building following rental. Renter does not need to be present or need to contact for inspection. If the facility is found in unsatisfactory condition, or if any of the agreed upon conditions are not met, the deposit can/will be retained. If such is a case, the renter will be notified by telephone or by mail. **If the facility is found in satisfactory condition and all conditions of the agreement are met, the deposit will be refunded by mail as a check within 30 days.**
3. Refunded if, after inspection, building is clean and returned to original condition and key is returned. Deposit is 80% refundable if cancellation is made 14 calendar days or more before booked date

EQUIPMENT:

1. Kitchen included with 4-H Building rental
2. Up to 100 chairs and 27 tables are available
3. A public address system is available for an additional fee
4. No nails, screws, staples or tacks, other than those already in place, are to be used for hanging objects.
5. Nothing is to be hung from ceiling fans or ductwork – including crepe paper, balloons etc.

UTILITIES:

1. Heat, water and electricity operate on a continuous year round basis in the 4-H Building and restrooms.
2. Outside water facilities will be available only during the warmer months (April 1-November 1)
3. Electricity will operate in the Livestock Building year round.

CLEANUP PROCEDURE:

1. Wipe off all interior tables and chairs and return them to their original location.
2. Dump all trash cans located within and around the facility into the nearest large hopper located outside the facility. This includes any cans located within the restrooms. Replace trash can liners with those provided.
3. Sweep floors with a broom or dust broom.
4. Clean up all spills with just water. Rinse out mop and bucket with clean water and hang the mop back up to dry.
5. Wipe off surfaces in kitchen and remove all personal belongings from the cupboards and from the refrigerator/freezer. This includes unused bags of ice.
6. Read instructions next to thermostat and adjust accordingly.
7. Turn off all interior and exterior lights including those in restrooms. Turn off ceiling fans.
8. Pick up and dispose of all trash in the parking lot and the surrounding areas.
9. Close and lock all windows and doors.

SMOKING: There is to be no smoking in any building.

ALCOHOL: No alcoholic beverages are allowed in the buildings or grounds. Laws will be enforced.

Kansas Law 41-719 Consumption of alcoholic liquor in public places prohibited...upon property owned by the state or any governmental subdivision thereof; or inside vehicles while upon the public streets, alleys, roads or highways. Harvey County Law 4-116 No person...upon any property owned by the city or by any governmental agency, shall drink or consume any cereal malt beverages, nor have in their possession any open containers of cereal malt beverages.

**ALL OF THE FOLLOWING POLICIES AND PROCEDURES MUST BE FOLLOWED TO
INSURE REFUND OF YOUR SECURITY DEPOSIT. READ CAREFULLY**

LEASE AGREEMENT

It is hereby agreed by _____ to lease the following facilities
from the Harvey County Fair Board:

4H BUILDING

PA SYSTEM

LIVESTOCK BUILDING

on the following date(s) and times

The lessee agrees to pay a deposit of _____, which will be refunded, if after inspection, building and grounds are clean and returned to original condition. This deposit will not be refunded if reservation is cancelled within 14 days of reservation date. Refund of 80% of the deposit will be made if cancelled in person 14 or more calendar days before reservation date. The cut-off date for refund is _____.

Deposit will be mailed after inspection to lessee within 30 days.

Full rental fee of _____ will be paid at the time of key pick up on _____.

The lessee agrees to abide by the policies of the Harvey County Free Fair regarding the use of facilities as written on the reverse side of this sheet. The lessee may be required to provide proof of insurance. This will be determined by the Fair board on an as needed basis. This would need to be a Certificate of Insurance that requires liability coverage and listing the Harvey County Free Fair to be listed as an Additional Insured. The lessee will be held personally liable for any damage or theft to the property and buildings. The Harvey County Fair board cannot be held liable for any injuries or accidents that may occur during an event.

Lessee _____

Date _____

Extension Office Staff, agent for
Harvey County Free Fair Board

Organization or Group Represented _____

Address _____

Daytime Phone _____

Cell Phone _____

Deposit received by _____ Date _____ Check ___ Cash ___

Rent received by _____ Date _____ Check ___ Cash ___

Key Given to _____ Date _____

Inspection Completed by _____

Deposit returned to _____ by _____ Date _____ Check# _____

CHARGES

NON-PROFIT OR TAX-EXEMPT GROUP			COMMERCIAL, FOR-PROFIT, AUCTION FUND RAISERS, GARAGE SALES	
4-H BUILDING	LIVESTOCK BUILDING	PA SYSTEM	4-H BUILDING	LIVESTOCK BUILDING
\$200 deposit	\$500 deposit	\$75 first day	\$200 deposit	\$ 500 deposit
\$75 ½ day	\$50 full day	\$50/day after that	\$85 set-up day	\$ 200 day
\$100 day			\$85 ½ day	\$ 350 move-in night
			\$125 day	before, move-out day after