AGREEMENT TO USE THE JEFFERSON COUNTY 4-H FAIRGROUNDS

Return this form to
Jefferson County Fair Board
Attention: Casey Weishaar
K-State Research & Extension
Box 326
Oskaloosa, KS 66066
(Casey) 785-231-9939/785-863-2212 (Extension Office)

I/We __________________________________________________________
(Name of Individual or Group)

Wish to use the facilities at the 4-H Fairgrounds in Valley Falls, Kansas on __________________
_____________________
(Date and Year)

Use of Building Guidelines

$100 Deposit will be forfeited if the following items are not adhered to:

1. This is a county owned facility and as such, **ALCOHOLIC BEVERAGES are NOT ALLOWED**! It is
   the responsibility of the signor of the agreement to see that this provision is adhered to.

2. We do not have custodial service. We ask that you clean the facilities (This includes the
   bathrooms). Do not leave articles from sales, etc. at the fairgrounds and dispose of all your
   trash in the building. All trash must fit in the outside trash receptacles. If the facility is not clean
   when you walk in, we hope you understand that some groups and individuals do not have the
   same sense of responsibility as others. We would appreciate hearing from you if this does
   happen.

3. These facilities are publicly supported facilities that should be utilized and kept in good
   condition. If you have problems with the electricity or water system after office hours please
   contact Casey Weishaar 785-231-9939, Tom Welsh 785-207-1192, or Jana Winter 785-806-9775.

4. When affixing items to the walls or ceilings, use **ONLY** blue painter’s masking tape. The use
   of staples, pins, tacks, screws, nails and duct tape on the walls or ceilings **IS PROHIBITED**.
5. Turn of all lights, lock all outside doors and adjust the thermostat as noted on the wall near the controls.

6. Cleaning and refill supplies are located in the closet at the northwest corner of the south meeting room. Keys for the toilet paper dispensers are in the wood closet in the north meeting room and keys for the paper towels dispensers hang in each bathroom.

7. You are responsible for the repair cost for any damages incurred to the buildings and grounds during your event. Additional cleanup costs may be added if the property is not left in good condition.

8. All public / major events (auctions, fundraisers, etc.) must obtain a certificate of liability insurance and submit a copy to us 10 business days prior to your event.

9. Only Service Animals are allowed in the Main fair building. For events involving animals please contact us for special provisions.

10. If you have any questions, please contact us at 785-231-9939.

________________________________________________  _________________
Signature of Renter                                      Date

________________________________________________  _________________
Signature of Fair Board Representative                  Date

(Revised 1-18-2022)