

## AGREEMENT TO USE THE JEFFERSON COUNTY FAIRGROUNDS

Return this form and Payment to:

Jefferson County Fair Board  
K-State Extension  
100 E Washington St Oskaloosa, KS 66066  
785-863-2212 (Extension Office)

**Payment and completed contract must be received at least two weeks prior to day of event**

**Reservations are not confirmed, until payment and contract are received.**

I/We \_\_\_\_\_

(Name of Individual or Group)

wish to use the facilities at the Jefferson County Fairgrounds in Valley Falls, Kansas on

**Date scheduled to use the facilities:** \_\_\_\_\_

	Daily Fee Schedule	Days Needed	Total
4-H Meetings/Events	\$0	_____	_____
Other Youth Groups Using the South End of Main Building with the restrooms	\$75	_____	_____
Other Youth Groups Using Entire Main Bldg.	\$125	_____	_____
Public groups/Private parties & receptions South End Only	\$100	_____	_____
Public groups/Private parties & receptions Entire Main Building	\$150	_____	_____
<b>OTHER EVENTS (Auctions, Fundraisers, Etc.)</b>			
Main Building Inside ( nothing outside)	\$200 per Day	_____	_____
Outside (with Special Permission)			
Includes Main Bldg. and outside with special permission	\$300 per Day	_____	_____
Early Set Up for Above	\$75 per Day	_____	_____
Use of Show Arena	\$100 per Day	_____	_____
Use of Livestock Barn per Barn	\$50 per Day	_____	_____
	<b>Grand Total</b>		_____

**A \$100 refundable deposit is required with contract submission for the key. Arrange key pick up and drop off with John Thomas at 1011 Walnut Street in Valley Falls by calling 785-640-8268.**

Checks should be made out to the: **Jefferson County Fair Board.** Please make a separate check for the key deposit and another check for the rental fee.

**Use of Building Guidelines**

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

1. This is a county owned facility and as such, **ALCHOLIC 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. Leaving the facility clean, is mandatory (this includes the bathrooms). Do not leave articles from sales, etc. at the fairgrounds and dispose of all trash. All trash must fit in the outside trash receptacles.
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 John Thomas 785-640-8268.
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 and paper towels dispensers hang in each bathroom near top of doors. See attached responsibility checklist. Note any supplies needed on checklist.
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. If you have any questions, please contact us at 785-863-2122, or 785-640-8268

Signature of Renter	Date	Phone	Full Address
Signature of Fair Board Representative	Date		

**DISCLAIMER FOR THE FAIRGROUNDS USE AGREEMENT**

In consideration for being allowed to use the Fairground facilities, the user agrees to save and hold harmless Jefferson County, its employees, agents and representatives from any civil liability whatsoever for injuries to any person or property which may occur in connection with the use of the Jefferson County fairground facilities. The user also agrees to indemnify Jefferson County, its employees, agents and representatives for any sums for which they may be found liable in any civil action whatsoever arising from injuries to persons or property in connection with the use of the facilities.