

WABAUNSEE COUNTY FAIR ASSOCIATION  
FACILITY RESERVATION FORM 2/25/2016

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. (H): \_\_\_\_\_

\_\_\_\_\_ (W): \_\_\_\_\_

Planned purpose/activity: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Pickup Key Date: \_\_\_\_\_ Return Key Date: \_\_\_\_\_

\_\_\_\$125.00 South Building(Heat/Air) \_\_\_\$100.00 Out Buildings \_\_\_\$175.00 So Building & Out Buildings

\_\_\_\$ 25.00 Additional Day(s) \_\_\_\$ 100.00 Deposit TOTAL: \$ \_\_\_\_\_

Rental fee includes use of facilities for 1 day. For each additional day that the key is checked out and facilities are used, the renter will be assessed \$25.00 per day. Arrangements need to me made with the Extension office if set up needs to be done before the event or clean up will be done the following day. Getting the key ahead of time is subject to availability.

**CANCELLATION POLICY:** \$50.00 fee if the reservation is cancelled within 2 weeks of the scheduled event.

**DEPOSIT, PAYMENT & CLEAN UP POLICY:** A check for the rent and deposit (made payable to Wabaunsee County Fair Association) is required to CONFIRM THE RESERVATION.

The check will be deposited immediately. All damage and cleaning costs incurred shall be paid by the party renting the facilities. The deposit will be refunded pending clean up/damage inspection and **return of keys**.

**A fee of \$8.00/hour will be charged for additional clean up provided by the Fair Association.**

**VENDORS MUST PROVIDE PROOF OF LIABILITY INSURANCE & PRIVATE PARTIES MUST PROVIDE A COPY OF THEIR BUSINESS/HOMEOWNERS INSURANCE THAT SHOWS THEY CARRY PERSONAL LIABILITY.** In addition to providing their own proof of business insurance, auctioneers will be responsible for notifying **food vendors** that they must also provide proof of insurance. **Building keys will not be available until proof of insurance is provided by all parties.**

Use and scheduling of Fair Buildings are on a “first come, first serve” basis. Reservations may be made at the Wabaunsee County Extension Office (785) 765-3821, Office hours: 8:00 – 12:30, 1:00 – 4:30 (M-F)

**I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AS OUTLINED, AM RESPONSIBLE FOR THE CONDUCT OF THE GROUP UNDER MY SUPERVISION AND UNDERSTAND THAT THE FAIR ASSOCIATION DOES NOT ASSUME LIABILITY FOR ANY ACCIDENTS OR OTHER PROBLEMS ON THE GROUNDS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Return this form and payment to the Wabaunsee County Extension Office, 215 Kansas, Alma, Ks. 66401

**WABAUNSEE COUNTY FAIR ASSOCIATION  
RULES FOR USE OF FAIR BUILDINGS & FACILITIES**

1. All events require adult supervision.
2. The right to refuse use is decided by the Wabaunsee County Fair Association.
3. No equipment is to be borrowed or used outside the building without permission.
4. Renter is responsible for setting up chairs and tables and returning them to storage.  
(chairs: 108; tables 18)
5. Nothing may be attached to the walls, ceiling or woodwork.
6. Leave all facilities in a clean and orderly condition:  
(Please bring your own dish clothes and towels)  
Clean bathrooms  
Check kitchen stove  
Wipe off tables  
TURN OFF lights, fans, furnace and air conditioner  
Check faucets  
Take out trash  
SWEEP & MOP floors  
Remove all tape from floor, tables or wherever used (do not use on walls or ceiling)  
Be sure doors are closed and locked  
Make sure outside trash is picked up & trash barrels are moved to the trash dumpster
7. Trash bags and paper towels are supplied.
8. Utensils in the cabinets and drawers belong to the Wabaunsee County Fair Association.  
Please put things back where you found them and in the condition you found them.
9. **RENTER IS RESPONSIBLE FOR:**  
Crowd control  
Security of building  
Property damage  
Facilities and equipment  
Accidents or personal injury as a result of their activity  
Complying with local and state fire regulations  
Cleanup
10. Doors are to remain closed when the air conditioner or furnace is in use.
11. No long distance calls may be made during the designated rental period.
12. Full deposit will be refunded if everything inside and outside the buildings pass inspection & keys returned.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WABAUNSEE COUNTY FAIR ASSOCIATION  
FACILITY RESERVATION CHECKLIST BEFORE KEY IS GIVE**

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PH # HOME: \_\_\_\_\_

\_\_\_\_\_ PH # WORK: \_\_\_\_\_

**DATE/INITIAL:**

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Deposit/Rental Fee including additional fees for extra days \_\_\_\_\_ @ \$25.00/day

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Proof of Insurance Business/Homeowner-copy

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Proof of Insurance Auctioneer/Other-copy

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Proof of Insurance Food Vendor-copy

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Mail check to Fair Association Treasurer for deposit/include Reservation/Checklist forms

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ Enter inspection date, detach bottom half of this form and mail to Mary Moege

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**WABAUNSEE COUNTY FAIR ASSOCIATION  
FACILITY CLEANING CHECKLIST**

\_\_\_\_\_ Date Fair building will be ready for inspection

\_\_\_\_\_ Check bathrooms for water still running and lights left on

\_\_\_\_\_ Lights, fans, furnace and air conditioner have been turned off

\_\_\_\_\_ Burners on stove are turned off

\_\_\_\_\_ Floors are swept and mopped

\_\_\_\_\_ Trash cans have been emptied

\_\_\_\_\_ Out side pens and bleachers are in their original positions

\_\_\_\_\_ Check for damage inside and outside buildings/yard

Make note of additional cleaning work or damages noticed:

Cost of additional cleaning \_\_\_\_\_ hours @ \$8.00 plus \$ 5.00 basic check out fee: Total \$ \_\_\_\_\_.

Return form to Fair Association Treasurer following final inspection for payment. (Thanks)