

WHITE COUNTY 4-H FAIRGROUNDS FACILITIES **RENTAL RULES AND POLICIES (4-H BUILDING EXCLUDED)**

The White County Agricultural Association, Inc is pleased to offer the facilities on the White County 4-H Fairgrounds for use by the general public.

Those individuals who utilize the White County 4-H Fairgrounds are asked to treat the facilities with extreme care and leave them in as good as condition as they were found. Therefore, the White County Agricultural Association, Inc has established the following rules and policies governing the use of the facilities (4-H Building excluded) on the 4-H Fairgrounds. By signing the contract, you are agreeing to follow the rules and policies that follow.

- Rental arrangements are to be made by calling the White County Extension Office at 219-984-5115, Monday – Friday, 8:00 am – 4:00 pm. Rent money and signed contract are due at the time of scheduling for said date. Certificate of Insurance is due 30 days prior to rental date. Damage deposit fee is to be paid 14 days prior to rental date. Arrangements need to be made with the White County Extension Office to schedule time to unlock any locked facilities. All refunds, if entitled, will be issued a minimum of 15 days after completion of rental and/or proper cancellation. In case of booking cancellations, the White County Extension Office should be notified immediately.

FEE SCHEDULE (DAMAGE DEPOSIT EQUAL TO RENTAL AMOUNT)

FACILITIES	RENTAL FEE FIRST DAY	RENTAL FEE EACH ADDITIONAL DAY	FLAT ADDITIONAL FEE FOR ALCOHOL
Show Arena	\$500.00	\$150.00	\$100.00
Rabbit/Poultry Barn	\$100.00	\$100.00	\$100.00
Swine Barns (Both Included)	\$250.00	\$250.00	\$100.00
Beef Barn	\$250.00	\$250.00	\$100.00
Sheep Barn	\$250.00	\$250.00	\$100.00
Dairy Barn	\$250.00	\$250.00	\$100.00
Goat Barn and Goat Arena	\$600.00	\$600.00	\$100.00
Goat Barn (Open Area Only)	\$350.00	\$350.00	\$100.00
Goat Arena (Enclosed Area Only)	\$250.00	\$250.00	\$100.00
Horse Barns (Both Included) with Stalls, Arenas, Announcer Stand	\$750.00	\$400.00	\$100.00
Stage	\$200.00	\$200.00	\$100.00
Outdoor Restrooms (barn and/or arena also rented; non-exclusive rental)	\$250.00	\$250.00	\$100.00
Memorial Farm with Pavillion	\$200.00	\$200.00	\$100.00
Grounds with All Buildings and Arenas noted above	\$3,500.00	\$2,500.00	\$100.00

Outdoor Restrooms are a non-exclusive rental item that can be rented by multiple same-day events. When this occurs, the Ag Association will be responsible for cleaning the Outdoor Restrooms

FACILITIES TO BE RENTED: _____

PORTABLE BLEACHERS - \$50.00 PER BLEACHER/PER EVENT - INDICATE NUMBER NEEDED: _____

ANIMAL WASTE DUMPSTER – IN ADDITION TO RENTAL FEE – INDICATE SIZE NEEDED: _____

Rental Refund Adjustments: Full rental amount will be refunded if canceled at least 14 days prior to rental date. 50% of rental amount will be refunded if canceled less than 14 days prior to rental date. Exceptions may be made to this rule in the event of emergencies declared by County, State, or Federal authorities.

2. **Insurance:** The renter will provide a Certificate of Liability Insurance to the White County Agricultural Association, Inc. ***If alcohol is not being served***, proof of minimum liability coverage of \$1,000,000 per occurrence per building rented must be provided at least 30 days prior to the rental date. ***If alcohol is being served***, proof of minimum liability coverage of \$2,000,000 per occurrence per building rented, including liquor liability coverage, must be provided at least 30 days prior to the rental date. White County Agricultural Association, Inc. must be named as an additional insured with respect to liability, and liquor liability if applicable, on a primary and noncontributory basis. Policy must provide that coverage will not be cancelled or materially changed without 30 days' written notice to the additional insured. In the event that proof of the required insurance coverage is not provided within the specified timeframe, the rental contract becomes null and void with forfeiture of the deposit.
3. **At least two weeks prior to the rental date, renter will make arrangements with the White County Extension Office to access the building on the day of the event.** Custodial staff will unlock and lock the building at the agreed upon times. Should the building not be unlocked at the appointed time, renter should call the custodian at the phone number posted on the door on the west side of the 4-H Building. *If the facility is unrented the day prior to the contracted rental date, access may be granted after 5pm if additional setup time is needed. If even more time is needed, an additional day of rental will need to be contracted. Renter should make this request to the Extension Office as per the preceding paragraph.*
4. The renter is completely responsible for any building, contents, and/or property damage during their rental. This includes all damage, whether inflicted intentionally or negligently, and any damage should be reported to the Extension Office or custodian immediately. This damage is to be paid for completely by the renter through damage deposit money and certified check for remaining balance.
5. No animals, people, vehicles, etc. may be in any facility that has not been rented. For example, if the goat barn/arena has been rented, the sheep barn may not be used in any way. If other facilities are used, the renter will be charged for the additional facilities.
6. No livestock may be tied to trees. Care should be taken that animals do not cause damage inside or outside by digging, pawing, kicking, or chewing. If this occurs, damage must be repaired.
7. Livestock and other animal waste must be cleaned up and put in a separate waste container/dumpster. This includes inside barns, stalls, arenas, and anywhere on the Fairgrounds. Waste removal may be contracted out. Contact the Extension Office for cost.
8. Care should be taken when parking or driving through grassy areas, especially when excess rain has occurred. Holes made by livestock or deep ruts left from vehicles/trailers should be filled and leveled.
9. All trash is to be picked up and placed in trash barrels. Trash barrels are kept in storage. If renter needs trash barrels, arrangements should be made to have them placed around the rented facilities. Barrels must be emptied into the dumpster. If the dumpster is full, all remaining barrels containing trash are to be placed around the dumpster. Overflow trash should be condensed into as few trash barrels as possible.
10. Consideration of other renters: Each renter using the facilities should consider other renters who may be using the facilities before, during, or after them. In situations where meetings or activities nearly overlap,

renters should make prior arrangements with the White County Extension Office as to the exact time of use.

11. All lights are to be turned off before leaving.
12. The Agricultural Association reserves the right to cancel any reservation for use of the facilities.
13. Facilities must be vacated by 12:00 midnight, unless otherwise approved the Agricultural Association.
14. The Agricultural Association will provide electricity, water, and restrooms if arrangements are made when signed contract and rent payment is submitted.
15. Horse show equipment/preparation: A public address system, timer, poles, barrels, and arena preparation may be available if contracted through the White County 4-H Horse & Pony Club. Contact club leaders for further information.
16. Certain exempt organizations (4-H clubs, 4-H project groups, White County Antique Power Association, White County Extension Homemakers) may use the facilities rent-free provided they are used for not-for-profit programs/events. Although rent will not be collected, these exempt organizations must still complete the rental contract, adhere to all rental rules and policies, and remit the appropriate deposit. The organizations listed above are also exempt from the insurance requirements. Other not-for-profit organizations may be exempted from rent and insurance requirements at the discretion of the Agricultural Association.
17. These facilities are community facilities and failure to follow the rules and regulations set forth may bar you and/or your organization from future rentals. Damage is considered anything not returned to its original condition and/or missing items when rental was accepted by renter. Deposits will be withheld in part or in full if facilities are not left in an acceptable condition at the discretion of the Agricultural Association. Damages in excess of the deposit will be billed to the renter.
18. Alcohol is prohibited unless renter meets the following requirements:
 - Licensed bartender must be provided at renter's expense.
 - Renter is required to have an alcohol permit for the day of the event. A copy needs to be given to the White County Extension Office a minimum of 5 business days before the date of the event.
 - Renter will provide proof of insurance as described in item #2 on page 1.
 - Consumption of alcohol by minors is prohibited.
 - No illegal drugs or controlled substances are allowed in buildings or on the grounds at any time. Law enforcement will have jurisdiction.
 - When alcoholic beverages are served, security, as approved by the White County Agricultural Association, Inc., must be provided at the renter's expense.
 - Names of security personnel must be provided to the White County Extension Office 30 days prior to rental date. We strongly suggest using off-duty law enforcement for your event's security. *Security shall maintain law and order at all times and must remain on the premises from the beginning of the event and until the final patron has left the building. Security should ensure all local, state, and federal laws are obeyed.*
19. If campsites are desired, each camper must complete a separate contract. No sub-letting of campsites is allowed.

I agree to all terms of rental listed in this document.

Name of Renter _____

Signature of Renter _____

Date _____

Driver's License State and Number _____

Date of Birth _____

Address for Return of Damage Deposit _____

Contact Phone Number _____

Date(s)/Times of Rental _____

Please make arrangements with the White County Extension Office (219-984-5115) to access the facilities on the rental date.

For your convenience, everything needed to complete this rental is listed in chronological order. Please keep these rules and policies and document the dates on which tasks are completed.

Checks Payable to White County Agricultural Association, Inc

Mailing Address: Purdue Extension Office, White County, 12 N 25 E, Reynolds, IN 47980

- The 1st check due is the actual rental check needed to secure your requested date.
- The 2nd check is due 2 weeks prior to rental date. It is a damage deposit to cover any damages or clean-up and will be retained if there are any problems.

At Time of Rental Reservation

Date: _____ Received Copy of Rules

Date: _____ Paid Rent (Confirmed Rental Date)

Date: _____ Signed Agreement

Thirty Days Prior to Rental Date

Date: _____ Certificate of Liability Insurance with limit no less than \$1,000,000 or \$2,000,000 (including liquor liability coverage if alcohol is being served), naming White County Agricultural Association, Inc. as additional insured on primary and noncontributory basis and providing 30 days' written notice of cancellation or material change to the additional insured.

Date: _____ Provide name(s), address(es), and phone number(s) of Security Personnel (if alcohol is to be served at the event)

Two Weeks Prior to Rental Date

Date: _____ Paid Damage Deposit

Date: _____ Contacted White County Extension Office to finalize time to access building

Minimum of 5 Business Days Prior to Date of Rental

Date: _____ Provided copy of Alcohol Permit (if alcohol is to be served at the event).

After Rental

Date: _____ Placed checklist in drop box at west entrance to Community Building

WHITE COUNTY 4-H FAIRGROUNDS FACILITIES CHECKLIST

The following list was developed to aid you in your use of the facilities at the 4-H Fairgrounds. Groups and individuals using the facilities are expected to abide by all rules in the facilities rental contract. In addition, this checklist is to be completed by the lessee and given to the White County Extension Office immediately following each rental. Deposit will be returned by mail if no damages occur and tasks listed below are completed. If damages occur, Agricultural Association executive personnel will assess the value for said damages, and lessee will be notified within 15 days of said rental.

Check Tasks as Completed

- _____ 1. Restroom facilities cleaned (unless notified by Ag Association of multiple event Outdoor Restroom rental).
- _____ 2. Shower areas cleaned (unless notified by Ag Association of multiple event Outdoor Restroom rental).
- _____ 3. All animal waste inside barns, stalls, arenas, and grounds cleaned up.
- _____ 4. All trash in restrooms has been placed in the dumpster.
- _____ 5. All other trash on the grounds has been placed in trash barrels or dumpster.
- _____ 6. Barrels have been emptied into dumpster.
- _____ 7. Excess trash that did not fit in the dumpster has been condensed into as few trash barrels as possible and those barrels have been placed next to the dumpster.
- _____ 8. All lights turned off.
- _____ 9. All doors locked.
- _____ 10. No items left on premises.
- _____ 11. _____
- _____ 12. _____
- _____ 13. _____

Report any breakage or damages to the Extension Office. After hours contact information is posted on the west door of the 4-H Building. Cost of repairs or replacement will be charged to the renter.

I certify that all tasks have been performed unless noted below:

Renter _____ Date _____

Organization (if applicable) _____

Custodian _____ Date _____

Notes _____

AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that:

WHEREAS, White County Agricultural Association, Inc, hereinafter referred to as "FIRST PARTY," and [redacted] hereinafter referred to as "SECOND PARTY," have agreed that Second Party shall be permitted to use certain of First Party's premises located at the White County Fairgrounds with or without a rental as determined by separate agreement;

WHEREAS, First Party is willing to allow Second Party to use said premises only on the condition that Second Party hold First Party harmless from any liability in connection with Second Party's use of the premises;

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for any other good and valuable consideration under separate agreement received to the full satisfaction of each of the parties hereto, it is agreed as follows:

Second Party covenants and agrees to indemnify and hold harmless, and by these presents hereby does indemnify and hold harmless, First Party, its successors, heirs and assigns, from and against any and all loss, damage, expense, cost, actions, proceedings, demands, and/or claims, including attorney fees, to which First Party may be subjected arising from and as a result of the use of the premises by Second Party, its agents or assigns.

Second Party further covenants and agrees to provide a Certificate of Liability Insurance covering the use of the designated premises to the White County Agricultural Association, Inc. with proof of minimum liability coverage of \$1,000,000 per occurrence per building (non-alcohol related events) or \$2,000,000 per occurrence per building, including liquor liability coverage if alcohol is being served. Said proof must be provided at least 30 days prior to the rental date. White County Agricultural Association, Inc. must be named as an additional insured with respect to liability, and liquor liability if applicable, on a primary and noncontributory basis. Second Party must pay premiums on said insurance policy as they become due, and policy must provide that coverage will not be cancelled or materially changed without 30 days' written notice to the additional insured. Said policy must be written by a company approved by First Party and properly authorized by the State of Indiana to engage in such business. Said policy shall be in force during the entire period of the Second Party's use of the premises until possession is delivered by Second Party to First Party. In the event that proof of the required insurance coverage is not provided within the specified timeframe, the rental contract becomes null and void with forfeiture of the deposit.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this _____ day of _____, 20____.

WHITE COUNTY AGRICULTURAL ASSOCIATION, INC, First Party:

TITLE _____

SECOND PARTY:

[redacted]

Keep this copy to complete and leave in drop box following your event.

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- _____ 4. All trash in restrooms has been placed in the dumpster.
- _____ 5. All other trash on the grounds has been placed in trash barrels or dumpster.
- _____ 6. Barrels have been emptied into dumpster.
- _____ 7. Excess trash that did not fit in the dumpster has been condensed into as few trash barrels as possible and those barrels have been placed next to the dumpster.
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- _____ 9. All doors locked.
- _____ 10. No items left on premises.
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Report any breakage or damages to the Extension Office. After hours contact information is posted on the west door of the 4-H Building. Cost of repairs or replacement will be charged to the renter.

I certify that all tasks have been performed unless noted below:

Renter _____ Date _____

Organization (if applicable) _____

Custodian _____ Date _____

Notes _____