

Osceola County 4-H & FFA Community Building  
101 Recreation Avenue, P.O. Box 346  
Ewart MI 49631  
Phone # 231-734-5481

### **Usage Rules for Community Building**

This building will be available for use by public and private organizations, clubs, groups, and individuals. The Fair Board of Directors maintains the right to refuse and retain usage of the building to any and every organization, club, group or individual wanting to use the building or buildings for events and/or activities not in compliance with the goals or mission of the Osceola County Fair Board.

#### **RENTAL/CANCEL**

##### **Rental:**

Non-profit groups and organizations wishing to book the use of the building may be allowed to use this building for a reduced fee of no less than \$100.00. The application submitted by those non-profit groups must be approved by a majority vote of the Fair Board at a regularly scheduled meeting. Usage fee is due within 1 week of approval by the board.

Person renting this building must be 18 years of age (21 if alcohol is being served) and sign contract in person with fair board official and have picture taken or have a copy of Driver's License made then. This person must also be in attendance for the duration of the event that is being held.

The fee for usage of this building will be \$750.00 plus a \$200.00 booking/reservation fee. The reservation fee will be refunded fully to the renter if the building is left clean and undamaged, as it was before their use of the building. The \$200.00 booking fee must be submitted with the contract to reserve the date requested. The \$750.00 usage fee must be paid at least 60 days before the scheduled event. If liquor is going to be served at the event held at said date, a liquor liability policy with \$2,000,000.00 liability naming the Osceola County Fairboard as an additional insured must be submitted 30 days before said event.

The booking/reservation fee will be refunded within 15 days after the event if the requirements for cleanup have been met.

##### **Cancellation:**

Booking/reservation fee will be refunded if cancellation occurs prior to **60 days** of the event. If after that, the fee will not be refunded.

#### **ENTERTAINMENT**

The sound system in the building is for announcements only. If a DJ or band is going to be the entertainment, they must provide their own system.

Entertainment at any event held at the Osceola Fairgrounds must be approved by the Osceola County Fairboard before the event. Any erotic, distasteful or lewd types of entertainment are strictly forbidden and the Osceola County Fairboard will reserve the right to determine if the said entertainment is in these categories.

## **BUILDING RULES**

- Glitter, confetti, birdseed and rice is not allowed to be used inside the building for any reason including decoration. Birdseed may be used outside of the building.
- No animals allowed except for those used to assist individuals with disabilities.
- No smoking in buildings.
- Children must be kept under adult supervision at all times.

## **DECORATIONS**

- Nails, tape, or tacks are not to be used on walls or anywhere else that will cause damage.
- No hanging of decorations from ceiling or walls with tape, pins, or tacks.
- You may use poster putty to hang things from the walls.

## **KITCHEN USE**

All equipment is the property of the Osceola County Fairboard and IS NOT for use by renters of the hall – this excludes the stove, oven, freezer and refrigerator. An inventory checklist is posted in the kitchen and anything found to be missing will be the responsibility of the renters to reimburse the Osceola County Fairboard for replacement of missing items.

## **CLEANING/CLOSING**

- All chairs and tables wiped and put away.
- All floors clean and swept.
- Mop all soiled area of the floor
- Kitchen cleaned and mopped.
- Clean all bathroom floors, toilets and sinks. (Leave them as they were found.)
- Renters must remove all personal belongings and decorations when leaving the hall.
- Trash must be picked up and put in designated areas. This includes inside and outside trash.
- All doors locked, lights off, and keys put in designated area.
- Hall must be cleaned and everyone out of the hall by 2:00 a.m.

Clean-up / closing lists are posted in all respective areas (kitchen, bathroom, and main hall) for your convenience.

## **INDEMNIFICATION/HOLD HARMLESS**

The renting party, by submitting application with deposit, will not hold the Osceola County Fairboard, its employees, and Executive Officers accountable for claims, damages, or expenses resulting from the renting party's use of this facility.

All question and inquiries shall be handled by Fair Secretary, Angie Regan.  
Fairgrounds phone: 231-734-5481 email: osceolacountyfair@sbcglobal.com