

For Office Use

\$100 Deposit Paid _____

\$100 Rental Paid _____

\$100 Deposit Returned _____

**Guidelines for Use of
Clay County Fairground Conference Room**

Fairboard Contact:

Mike Argo

(785)447-1725

\$50 Deposit Due when key is picked up. Will be returned after room has been inspected by fairboard.

Room rental fee: \$100 to be paid to Clay County Fair Association

No Auctions or Garage Sales are allowed in the Conference Center.
No Alcohol is allowed in the Conference Center or on the Fairgrounds.
No Smoking is permitted in Conference Center.

Please complete and return to River Valley Extension District, Clay Center Office at 322 Grant Avenue when you return key.

Date Room was rented: _____

Type of event building was used for: _____

(example: birthday party, bridal shower, family reunion, meeting, 4-H meeting, etc.)

Name of renter _____

Address of renter _____

Phone Number: _____

Check list to complete before leaving the building. Place a check mark as each is completed.

_____ Wipe off tables and chairs with soap and water **BEFORE** returning to chair and table racks.
(bucket, wipes & soap available in kitchen)

_____ Put tables and chairs away on chair and table racks.

_____ Sweep Floor (Dust Mop Broom is located in closet in the restroom)

_____ If oven or microwave is used, please check for spills and wipe clean.

_____ Check floor for any drink spills. Wipe up and/or mop with soap and water. Floor cleaner, mop, and mop bucket are available in the closet in the restroom if needed.

_____ Empty trash cans and replace trash bags.
Trash bags located on the rack next to the upright freezer

_____ Place trash bags in dumpster across street from Conference Center. If dumpster is locked a key can be found on bulletin board in kitchen by door.

_____ Set Room Temperature back.
Summer – 80° / Winter – 50°

_____ Be sure all window blinds are closed.

_____ Turn off all lights.

_____ Lock all Doors.

Comments:
