

Clark County 4-H Corporation
9608 Highway 62, Suite 1, Charlestown, JN 47111
Telephone: (812) 256-4591 * Fax: (812) 256-4270

Dear Rental Applicant:

The policy of the Clark County 4-H Corporation concerning the rental of buildings and facilities at the Clark County 4-H Center requires that the attached application form be completed and returned to the Clark County Extension Office before the facilities can be reserved for your event. **All rental rates are charged per day.** Rental fees must be paid one week prior to event (if paying by check, make payable to "Clark County 4-H Corporation"). Clean-Up/Damage Deposit must be paid when submitting rental application.

It is critical that the application form be fully completed so we can provide you with the services and facilities that you desire. We especially need to know the date and time that you plan to set-up for your event, as rental rates are based on the actual number of days that you have access and not just on the day of your event. We also need to know of any special equipment that you desire, such as the number of tables and chairs you will need. (There are approximately 150 chairs and 25 tables in each building.) If more tables and chairs are needed, there will be an additional charge. See price chart for fees. Cancellation policy is seven (7) days prior to scheduled usage for any portion of rental or 24 hours prior to scheduled usage for entire rental.

As of June 1, 1993, per the request of the Corporation's insurance company, the policy has been established that all persons renting any of the buildings or grounds must provide a Certificate of Insurance, (which can be obtained from their insurance company), prior to the rental date. If we do not receive this Certificate of Insurance when rental fees are paid you will NOT be allowed to use the buildings or grounds.

While the marquee sign near the highway is not included in the building rental, it is available for advertising your event at an extra charge of \$25.00 per week. Should you wish to rent the sign, instructions as to how it should read should also be included with your application.

Special rules and regulations for using the 4-H Center facilities can be found on the back of the rental application. We ask that you read and abide by these rules and regulations. **NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND.** *Equipment on the fairgrounds, such as tractors, mowers, manure spreader, etc., is not to be used by the renter. There is an extra charge for the use of this equipment and also the equipment is only to be operated by the groundskeeper.*

If you have any problems or emergencies while at the 4-H Center concerning the facilities, you may contact one of the following people: Jim McIntosh, 4-H Center Groundskeeper (cell phone: 812-670-6130); Larry Harbin, Buildings & Grounds Chairman (293-3517); David Trotter (256-3478) and Bob Allen (256-2675), Extension Educators.

We do ask that when you are finished with the building, please turn the heater thermostats down to 50° or A/C thermostats are to be turned off when the event is over. Please turn off all lights when you leave the building and be sure that the doors are locked.

Thank you for selecting the Clark County 4-H Center for your event.

Sincerely,
CLARK COUNTY 4-H CORPORATION

CLARK COUNTY 4-H CENTER
DAILY RENTAL RATES

Community Building -----	\$150.00
Food Center -----	\$300.00
Extra Tables (there are approximately 25 tables in each building, if extra tables are needed, there is an additional charge of \$3/table)	
Extra Chairs (there are approximately 150 chairs in each building, if extra chairs are needed, there is an additional charge of \$15/rack; rack is 50 chairs)	
Outside Arena & Special Events Track (available upon request - requests for usage must come before the 4-H Corporation Board)	
Horse Barn Stalls (per stall per night) -----	\$ 30.00
Inside Arena -----	\$300.00
Goat/Poultry/Rabbit Barn -----	\$125.00
Livestock Barns (there are four barns - price is per each barn) -----	\$100.00
Campers (no electricity) -----	\$ 20.00
Campers (with electricity) -----	\$ 25.00
Campers (full service - electric & sewer) -----	\$ 30.00
Marquee Sign (per week) -----	\$ 25.00
Boat/RV/etc. Storage (returning customers) -----	\$2.50/ft./mo.
Boat/RV/etc. Storage (new customers) -----	\$3.00/ft./mo.
(storage space is available from the 1 st Sat. in Oct.-last Sat. in April)	
*Clean-Up/Damage Deposit (per building) -----	\$150.00
(deposit will be refunded after event if facilities left in the same condition as rented; will not be refunded if at least a 7-day cancellation notice is not given)	

4-H FUND RAISING EVENTS: (per day)	
Community Building -----	\$ 25.00
Livestock Barns (each) -----	\$ 25.00
Food Center -----	\$ 50.00
Indoor Arena -----	\$ 50.00

PLEASE NOTE: BIG EVENTS WANTING TO RENT THE WHOLE FAIRGROUNDS WILL NEED TO COME TO A 4-H CORPORATION BOARD MEETING TO OBTAIN A PRICE.

As of January 9, 1997, the Clark County 4-H Corporation Board has changed their policy to NOT loan or rent out any tables, chairs, bleachers, etc. from the Clark County 4-H Fairgrounds.

Please read the following rules and adhere to them:

- **NO ANIMALS ARE ALLOWED IN EITHER THE COMMUNITY BUILDING OR FOOD STAND.**
- All persons renting any of the Buildings and/or Grounds must provide a Certificate of Insurance when paying the rental fees or will not be allowed to use the building(s) and/or grounds.
- Rental fees must be paid one week prior to event (if paying by check, please make check payable to "Clark County 4-H Corporation". Clean-Up/Damage Deposit must be paid when submitting rental application.
- User is financially responsible for any damage to the building(s) and/or grounds.
- **NO ALCOHOLIC BEVERAGE ARE ALLOWED ON THE GROUNDS OR IN THE BUILDINGS.**
- All buildings and grounds are to be cleaned and the trash removed from the buildings after usage. (Dumpster is located on the gravel parking lot across the road from the Food Center.)
- Heater thermostats are to be turned down to 50° when event is over.
- A/C thermostats are to be turned off when event is over.
- All lights are to be turned off when leaving the building and doors locked.

Maximum seating capacity in the Community Building & Food Center is 250 people.