

4-H CLUB, PROJECT OR COMMITTEE BUILDING USE AGREEMENT

DO NOT assume you have
your usual meeting spot
UNLESS you return this
form.

DATE SUBMITTED: _____/_____/_____

NAME OF 4-H CLUB, PROJECT OR COMMITTEE: _____

ADULT RESPONSIBLE: _____ PHONE _____

REGULARLY SCHEDULED MONTHLY CLUB, PROJECT, AND COMMITTEE MEETINGS FOR:

Please Circle: SUN. MON. TUES. WED. THURS. FRI. SAT.

1ST 2ND 3RD 4TH WEEK OF THE MONTH

OCT. NOV. DEC. JAN. FEB. MAR. APR. MAY JUN. JUL. AUG. SEPT.

TIME: _____ a.m. / p.m. TO _____ a.m. / p.m. SIZE OF GROUP: _____

AREA OF BUILDING REQUESTED: Front end _____ Back end _____ Whole Building _____

Restrictions for building use:

- * ***Nothing*** is to be attached to the walls with nails, tacks, staples, or pins.
- * **No smoking** in the building.
- * **No animals** in the East end of the building unless for a 4-H project activity.
- * **No alcohol** is to be used or sold in the building.

User Responsibilities:

1. A responsible adult must be present at all times during the meeting or activity. This includes set up and cleans up times.
2. Area must be cleaned--swept, mopped, and tables washed down - including the bathrooms and drinking fountain.
3. After use, always shake out dust mops, clean broom brushes and rinse out mop.
4. **ALL garbage is to be taken to the large dumpster, not left inside or outside of the building.**
5. Heat is to be turned down to 65', all lights turned off and doors locked.
6. There is to be **NO** sitting on tables, hanging on chair racks or climbing on risers.
7. All chairs, materials and equipment must be returned to their original locations.
8. Closets, upstairs storage area and the pig barn is to be kept neat and organized.
9. 4-H equipment can only be used in the building unless arrangements have been made.
10. Users are responsible to report damages and losses to the Extension Office.
11. When building supplies are needed please notify the Extension Office.

Signature: _____ Date: _____

Approved by _____ Date _____