

Sedgwick County Extension Education Center

Rental Agreement

7001 W. 21st St. N.

Wichita, Kansas 67205

Phone: (316) 660-0100

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Contract for 2017

The Sedgwick County Extension Education Center's intended purpose is to provide an adequate facility for Sedgwick County Extension and County staff to prepare and present educational programs to the citizens of Sedgwick County. When 4-H Hall and other meeting rooms are not being used for their intended purpose, they are made available to the public. Being a public building, and not intended to be in competition with private enterprise, fewer custodial services are available and all building users must take care of their own custodial services. These custodial tasks will be explained at the time of rental. **PERSONS RENTING ROOM MUST SET-UP AND TAKE DOWN.**

To maintain flexibility of use, the facility will not be rented to any individual or organization outside of Sedgwick County Extension more than 26 weeks (6 months) in advance.

Room Sizes and Rental Rates					Arts & Crafts & Other Shows		Meetings or Banquets		
ROOM	Room Size Sq. Ft.	Seating Capacity	Max Tables	Max Chairs	Profit Rates	Non-Profit Rates	Profit Rates	Non-Profit Rates	Youth Groups
4-H Hall A (Stage Half)	4,050	250	35	250	\$480	\$360	\$360	\$240	\$100
4-H Hall B (Kitchen End)	4,650	250	36	250	\$480	\$360	\$360	\$240	\$100
4-H Hall A, B	8,700/120x70	500	71	500	\$960	\$720	\$720	\$480	\$200
4-H Kitchen		N/A	N/A	N/A	\$30	\$30	\$30	\$30	\$30
Bison	1,118/22x38	50	12	50	N/A	N/A	\$150	\$120	\$75
Meadowlark (Carpet floors)	1,260/23x41	60	9	60	N/A	N/A	\$150	\$120	\$75
Sunflower (Carpet floors)	1,320/42x31	80	22	80	N/A	N/A	\$180	\$150	\$100
Electronic Sign	\$30 – 3 days before event plus days of event. \$50 – 5 days before event plus days of event. (See page 2 at top of page for details on sign).								
Set-up Fees	If an extra day is needed for set up or take down and clean up, an additional charge of 30% of the normal rental rate will be assessed. These arrangements should be planned and the extra day(s) should be reserved prior to event.								

Other charges may incur from improper clean up:

Kitchen clean-up	\$100 per day	When applicable	<u>DEPOSIT REQUIRED</u> A non-refundable deposit must be paid 45 days in advance of event. Deposit is 30% of rental charge, and is applied to full amount. Please notify our Building Scheduling Secretary, Jackie Fees at (316) 660-0143 of any changes or cancellations.
Excess trash for dumpsters	\$25	When applicable	
4-H Hall clean-up	\$100 per day	When applicable	
*Other room clean-up * Lost Key to Room/Bldg.	\$100 per day \$100 for new key	When applicable	

Electronic Signage and Internet

Electronic Sign: The electronic sign has a black background with yellow-gold letters and is located on the southeast corner of 21st & Ridge. A short message, up to 4 lines, will rotate across the sign. This sign can be rented for 3 days before your event plus days of the event, or 5 days before the event plus days of the event. (See page 1 for costs).

Internet: We do offer free internet. We have capabilities of wireless or cable connected. **If you are interested, please let me know ahead of time so that I can give you the password.**

Table and Chair Information

Tables in the 4-H Hall and Bison rooms are 8 feet x 30 inches. The tables in the Meadowlark & Sunflower rooms are 8 feet x 24 inches. Seating capacity is 4 chairs per side. Chairs in the 4-H Hall and Bison rooms are steel folding chairs. The other rooms have stackable chairs. Tables and chairs are stored on carts in storage rooms located adjacent to each room. Tables **must** be covered with either cloth or plastic (no paper) when used for any purpose other than classroom, and when any type of refreshment is served. **User is responsible for any stains or damage that occurs during use. ALL ROOMS NEED TO BE SWEEPED AFTER USE!!!!**

Handicap Doors, Pick-up & Drop-off of Keys

Handicap Doors We have 2 handicap doors; one at each entrance. There is an “on/off” switch above the outer handicap doors. If you think you are going to need it activated, be sure the switch is “ON”. When you are getting ready to lock-up and you are the last group in the building, be sure to turn the switch at both ends “OFF”. Please note: you are liable for damages to the door if you fail to turn the switch off.

Pick-up Keys If you are using/renting room(s) on the week-day before 8:00 am, you will need to pick-up key(s) **before 5:00 pm** the day before the event. If you will be using room after 5:00 pm., you will need to pick-up key(s) **before 5:00 pm** on the day of your event. If you are using/renting room(s) on Saturday or Sunday, you will need to pick-up key(s) **before 5:00 pm** on the **Friday** before your event.

Return of Key(s) to Building & Rooms When your event has concluded, please return your key(s) as soon as possible to the reception desk in the front office between 8:00 am – 5:00 pm weekdays. If it is a weekend/or after business hours event you may leave the key in the lock box in the fire extinguisher located on the north end of the hall next to the Sunflower room.

Prohibited Uses (Renter has the responsibility to stop)

- Smoke or fog making in the building
- Consumption or vending of beer and/or alcoholic beverages
- Products that change the floor finish by direct or in-direct application
- Addition of tape or any sticking materials to floor walls, or ceiling without permission from custodian
- Electrical extension cords crossing any public pathway
- Jumping off of stage, running and jogging in building, rollerblading/skating, bicycling, and any unsupervised activities of youth.
- Stage and storage areas are not to be used for Arts & Crafts Shows or Other Shows and Exhibits.

Note: For violation of prohibited uses, organization(s) or individual(s) renting will be charged not more than \$5,000 and renter(s) and organization(s) represented may be barred from use of the building.

Rental Policy, Rules, and Regulations

1. Rooms are rented not more than 26 weeks (6 months) in advance on an individual request basis.
2. All damage or loss to Sedgwick County Extension Education Center building, grounds, and/or equipment will be charged to organization or individual renting for repair and/or replacement.
3. If an extra day is needed for set-up, or take down and clean up, an additional charge of 30% of the normal rental rate will be assessed. These arrangements should be planned and the extra day(s) should be reserved prior to event.
4. 4H Hall Kitchen is available for use for a charge of \$30 per day. The kitchen has an electric range & ovens, 100 cup coffee pot, freezer, refrigerator, and ice machine. Also available are 3 sinks (cleaning supplies for your use).
5. When 4H Hall Kitchen is used **BE SURE THAT THE ITEMS LISTED BELOW ARE CLEANED BEFORE YOU LEAVE:**
 - Cabinet tops, cabinet fronts (upper and lower).
 - All shelves on bus carts (top, middle, & bottom).
 - Sinks are to be cleaned and dried (this includes sides and bottom).
 - If you use the coffee pot, put the grounds in the trash can, wash and rinse out the pot.
 - If you use the refrigerator: Be sure to either take or dispose of your leftovers, then wipe down shelves, sides, front, doors and handles.
 - If you put items in the freezer, be sure to take or dispose of what you don't use.
 - The floor is your job to be cleaned; this includes sweeping and mopping.
(There is a cleaning station over by the Ice Machine, with instructions on the wall telling you how to use it).

IF THIS IS NOT DONE

THERE WILL BE AN ADDITIONAL CHARGE OF \$100.00

6. Rental charges do not include set-up or clean up. The organization renting must do all of their own set-up, takedown, and clean up as per the following:

4-H Hall:

Tables: Remove all tape, etc, and wash tables if needed before loading. Load 11 tables on cart (tops down), be sure they are straight on cart (not tossed on cart). **PLEASE NOTE: We are in the process of getting new tables and new table carts, so please check with scheduler upon how these need to be loaded.**

Chairs: Need to keep them in same direction with no more than 50 to a rack.

Once table and chairs are loaded put tables on left hand side of storage area and chairs on right hand side.

Keep the handle of all carts to the outside so it is easy to grab and pull out. Once complete, this room needs to be **SWEPT**. The brooms are in the storage area where tables and chairs are.

Meadowlark & Sunflower:

Tables: Remove all tape, etc. and wash tables if needed before loading. Load 11 tables on cart (tops down), be sure they are straight on cart (not tossed on cart). Keep handle of carts on outside.

Chairs: The chairs stack on top of each other (18 chairs per cart).

Once tables and chairs are loaded there is a diagram on the wall on how to put these up. When this is complete the floors need to be **SWEPT**, there are 2 vacuum cleaners in the room with tables and chairs.

Trash:

Individual using or renting 4-H Hall must dump all trash in trash dumpster located southwest of the 4-H Hall (right outside of the Kitchen). Maintenance will supply you with your first round of trash bags; any bags you need after that you will have to provide. If you are using/renting Bison, Meadowlark or Sunflower rooms and end up having a full trash can, you need to close the bag off, take it out and sit it outside the door for maintenance to pick up. You will need to provide the next trash bag.

IF NOT PUT AWAY PROPERLY

YOU WILL BE FINED AN ADDITIONAL CHARGE OF \$100.00

7. A representative of the organization or individual renting needs to meet with the Building Scheduler prior to the day of the event to learn how to use the PA system (if applicable), the heating/cooling system, and the lights.
8. Serving food or refreshments? Using glue, scissors, paints, or other such materials that may stain or damage our tables? Check with Building Scheduler on correct table coverage prior to your event. Please note that the Meadowlark and Sunflower rooms are carpeted; any damage to the carpet will be charged to renter.
9. Will you be using posters or signs? Will you be marking the floor in some way? Please check with Building Scheduler on current requirements and restrictions prior to your event.
10. If there is a spill or mess while using room, clean immediately or find maintenance person to help clean it. **ALL ROOMS NEED TO BE SWEEPED AFTER USE!!!**
11. If extra chairs, tables, or other equipment need to be delivered to our facilities prior to your event, these arrangements must be made with the Building Scheduler and the custodian ahead of time. We make every effort to accommodate such requests, depending upon the availability of storage space.
12. Time frame of usage will be on a per day basis (4:00 am to 11:00 pm) regardless of length or time of use. Hours of set up and take down must be scheduled in Rental Contract.
Arrangements must be made to pick up building and door keys during normal Extension Service business hours, Mon.-Fri. 8:00 am – 5:00 pm.
13. Type of group, i.e. non-profit, profit, youth, will be determined at time of request. Non-profit groups need to have a 501 C3 organizational status determined by Internal Revenue Service (bring a copy so that we can keep on file).
14. Personal injury, accident, property loss or damage to anyone or anything is the full responsibility of the individual or organization, business, firm or member represented by the individual signing the Rental Contract.
15. Sedgwick County, Sedgwick County Commissioners, Sedgwick County Extension Council, and all employees *do not* assume any liability associated with use stated in signed Rental Contract.
16. Organization or individual using 4H Hall are *not* to move room dividers (partitions).
17. The organization or individual renting is responsible for the entire facility at time of rental, including building and all rooms, restrooms, grounds, equipment, etc. If renter feels the need to provide security, that expense will be the responsibility of the renter. All youth must be supervised at all times. Renter has the responsibility to stop anyone or anything in violation of these rules and regulations.
18. Please note that we only rent the actual rooms, not the hallway.
19. When advertising an event to be held, please refer to the name of our facility as “Sedgwick County Extension Education Center.” **Please do not headline our name, but only list as the location of your event. You must state that the Extension is in no way affiliated with your organization that you are just holding your meeting in our building.** You may then list the name of the appropriate room you will be using. If at all possible, please give a brief instruction as to which door to enter at our facility (i.e. 4H Hall doors facing Ridge Rd., or 4H Hall doors facing 21st Street). Remember that by signing the Rental Contract, Sedgwick County Extension Education Center, Sedgwick County, Sedgwick County Commissioners, Sedgwick County Extension Council, and its employees do not agree to sponsor or support your event.

**Please contact Jackie Fees, Building Scheduler, if further explanation is needed:
(316) 660-0143.**

Revision Date: March/2017