

## Room Rental Policies and Procedures

The Sedgwick County Extension Education Center is the home for Extension educational programs for the citizens of Sedgwick County. When 4-H Hall and the numerous meeting rooms are not being used for Extension programs and activities, they are available to rent to the public.

- A 3-hour minimum is required for all reservations.
- Maximum charge per day is for 8 hours; if a room is reserved for more hours in a day, a discount will be seen at checkout.
- Full payment is due upon reservation of room(s).
- Cancellation of reservations must occur at least 21 days prior to the first day of reservation. There is no refund if cancellation occurs within 21 days.
- All businesses must provide a current certificate of insurance at initial reservation.
- All 501c3 organizations must provide proof of non-profit status.
- Set up, tear-down and clean-up is required for all rented areas; a 30-minute period is automatically provided before and after each reservation for set-up and clean-up.
- CONSUMPTION OR VENDING OF ALCOHOLIC BEVERAGES IS PROHIBITED.
- Use of tobacco products (cigarettes & e-cigarettes) and vaping is prohibited inside the Extension Education Center and within 25 feet of doors and other openings to the Extension building.
- Keys must be picked up between 8am and 5pm Monday - Friday at the reception desk inside main entrance and must be returned as soon as possible after rental period to the reception desk inside main entrance. If after business hours, drop keys in the return slot at main entrance.
- A \$100 charge will be assessed for loss of each key.
- Arrangements for delivery of any additional tables and/or chairs need to be coordinated **prior** to the event.
- Handicap doors are located at each of the entrances. ON/OFF switches are located above the outer doors. To activate, ensure the switch is in the on position. **The switch must be turned OFF when locking the building to leave.** Renter is liable for any damages incurred due to failure to turn switch to the "off" position.
- All advertising should state the facility name as "Sedgwick County Extension Education Center" for location purposes.
- All host contact information must be clearly visible on all advertising.
- All television, radio, and social media advertising must state "Not affiliated or endorsed by Sedgwick County Extension Education Center" in a font size consistent with the advertisement.
- Non-compliance and any misrepresentation of organization or event as K-State Research and Extension – Sedgwick County will result in cancellation and future reservations will not be approved.
- Taping, nailing or otherwise adhering materials to floors, walls, or ceiling is prohibited without permission from Sedgwick County Extension Education Center. Permission does not negate responsibility of the renter for all damage.
- All persons under the age of 18 must have adult supervision at all times.
- Any security expense is the responsibility of the Renter.

- Personal injury, accident, property loss or damage to individuals or property is the full responsibility of the individual, organization, business, or firm represented by the individual signing the Rental Contract.
- Renter is responsible for repairs and/or replacements required due to damage or loss to Sedgwick County Extension Education Center building, grounds, and/or equipment.
- **A \$100 charge per rental day will be assessed due to improper cleanup or damage to facilities or equipment and will be assessed at the discretion of Sedgwick County Extension Education staff.**
- 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.
- Sedgwick County Extension Education Center, Kansas State University, Kansas State University Research & Extension, Sedgwick County, Sedgwick County Commissioners, Sedgwick County Extension Council, and its employees do not agree to sponsor any event or activity held by Renter.

## **Additional Room Information**

### **4-H Hall**

- **Note: when making a reservation for 4-H Hall A & B, each side must be reserved separately in reservation system.**
- Seating capacity: 500
- Tables are 8' x 30" and seat 8 (4 chairs per side).
  - Tables are to be covered with cloth or plastic when used for any purpose other than classroom and if serving any type of refreshment (table coverings are not provided by Extension Center). Renter is responsible for stains or damages that occur during use.
- Steel folding chairs.
- Wireless internet.  
(Password can be obtained from Extension Center, M-F, 8am-5pm – prior to event)
- PA system.
- Room dividers (partitions).
  - Any use of partitions needs to be arranged prior to event and are to be moved into place by Extension staff only. Any damages incurred by violating this policy will be charged to the renter.

### **Clean-up Protocol:**

#### **Tables:**

- Remove all tape, etc., and clean tables if needed.
- Load 11 tables per cart (top-down).
- Ensure all tables are aligned and straight when loaded on cart.
- Use diagram posted on the wall to store tables.

#### **Chairs:**

- Clean chairs if necessary.
- Load no more than 50 chairs per cart.
- Ensure all chairs are placed on the cart facing the same direction.
- Use diagram posted on the wall to store chairs.

#### **Floor:**

- Sweep entire rented area.
- Brooms are in the storage area at the kitchen end of 4-H Hall.

#### **Trash:**

- Place all trash in bags and place in trash dumpster located southwest of 4-H Hall (right outside of the kitchen).
- The 1<sup>st</sup> trash bag is supplied. You must provide any additional bags that are needed.

#### **4-H Hall Kitchen**

- Clean counter tops and wipe upper and lower cabinet fronts.
- Clean shelves on any carts that were used.
- Clean sinks.
- If coffee pots are used, put grounds in trash, wash and rinse out coffee pots.
- If refrigerator is used, take or dispose of leftovers and clean used areas.
- If freezer is used, take or dispose of leftover items.
- Sweep and mop floor (cleaning station is to the right of the ice machine with instructions for use).

#### **Trash:**

- Place all trash in bags and place in trash dumpster located southwest of 4-H Hall (right outside of the kitchen).
- The 1<sup>st</sup> trash bag is supplied. You must provide any additional bags that are needed.

#### **Meadowlark and Sunflower**

- Seating capacity
  - Meadowlark: 60
  - Sunflower: 80
- Tables are 8' x 24" and seat 8 (4 chairs per side).
  - Tables are to be covered with cloth or plastic when used for any purpose other than classroom and if serving any type of refreshment (table coverings are not provided by Extension Center). Renter is responsible for stains or damages that occur during use.
- Stackable chairs.
- Wireless internet.
  - Password may be obtained from Extension Center, M-F, 8am-5pm – prior to event.
- Carpeted.

#### **Clean-up Protocol:**

##### **Tables:**

- Remove all tape, etc., and clean tables if needed.
- Load 11 tables per cart (tops down).
- Ensure all tables are aligned and straight when loaded on cart.

##### **Chairs:**

- Clean chairs if necessary.
- Stack chairs on top of each other (18 chairs per cart).
- Use diagram posted on the wall to store chairs.

##### **Floor:**

- Sweep entire rented area.
- Vacuum cleaners are in the storage room (with tables & chairs).

##### **Trash:**

- Place all trash in bags, secure bag closure and place bag outside the door.
- The 1<sup>st</sup> trash bag is supplied. You must provide any additional bags that are needed.

#### **Bison**

- Seating capacity: 50
- Tables are 8' x 30" and seat 8 (4 chairs per side).
  - Tables are to be covered with cloth or plastic when used for any purpose other than classroom and if serving any type of refreshment (table coverings are not provided by Extension Center). Renter is responsible for stains or damages that occur during use.
- Steel folding chairs.
- Wireless internet.  
(Password should be obtained from Extension Center, M-F, 8am-5pm – prior to event)

**Clean-up Protocol:****Tables:**

- Remove all tape, etc., and clean tables if needed.
- Load 11 tables per cart (tops down).
- Ensure all tables are aligned and straight when loaded on cart.

**Chairs:**

- Clean chairs if necessary.
- The chairs are in the doors along wall.
- Chair racks do not come out of the closet; you will need to carry chairs where needed.

**Floor:**

- Sweep entire rented area.
- Brooms are in the storage room (with tables & chairs).

**Sedgwick and Chisholm**

- Seating capacity
  - Sedgwick: 25
  - Chisholm: 12
- Tables are 6' x 24".
- Tables remain set.
  - Tables are to be covered with cloth or plastic when used for any purpose other than classroom and if serving any type of refreshment (table coverings are not provided by Extension Center). Renter is responsible for stains or damages that occur during use.
- Stackable chairs.
- Wireless internet.
  - Password may be obtained from Extension Center, M-F, 8am-5pm – prior to event.
- Carpeted.

**Clean-up Protocol:****Tables:**

- Remove all tape, etc., and clean tables if needed.
- Arrange tables as you found them.

**Chairs:**

- Clean chairs if necessary.

**Trash:**

- Place all trash in bags, secure bag closure and place bag outside the door.



*Sedgwick County...*  
*working for you*