

## Room Rental Terms and Policies

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

- 3-hour minimum required for reservations.
- Maximum charge per day is 8 hours.
- Full payment due upon approval of reservation.
- No refund if cancellation occurs within 21 days of reservation.
- All businesses must provide a current certificate of insurance.
- All 501(c)3 organizations must provide proof of non-profit status.
- 30-minutes is provided before and after each rental for set-up and clean-up.
- CONSUMPTION OR VENDING OF ALCOHOLIC BEVERAGES IS PROHIBITED.
- Use of all tobacco products (including vaping products) is prohibited inside the Extension Education Center and within 25 feet of doors.
- Keys will be distributed during normal business hours 8 am–5 pm Monday-Friday, excluding holidays. Key pickup is located at the reception desk near the flagpole entrance.
  - Keys must be returned within 48 hours of event. After business hours, keys may be dropped in the return slot at the main entrance.
  - A \$100 charge will be assessed for each key lost or not returned within 48 hours.
- Handicap-accessible doors are located at every public entrance.
  - Handicap-accessible door ON/OFF switches are located above outer doors.
  - To activate handicap-accessible doors, turn the switch to 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 adhere to policy.
- Taping, nailing or otherwise adhering materials to floors, walls, or ceiling is prohibited.
- All persons under the age of 18 must have adult supervision.
- Security 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, at the discretion of Sedgwick County Extension Education staff, for improper cleanup and/or damage to facilities or equipment.
- Sedgwick County Extension reserves the right to cancel a reservation in the event that the premises has been destroyed or damaged as to render it unfit for the event, by fire or the elements or any other cause, or any circumstances beyond our control making it impossible for fulfillment of the reservation.
- Sedgwick County Extension Education Center reserves the right to refuse service to anyone who does not observe and comply with all Federal, State, and Municipal laws, charters, ordinances, rules and regulations.
- Sedgwick County reserves the right to refuse service to anyone who provides programs that may be in conflict with Extension programming and services, including but not limited to Medicare counseling, nutrition classes, and agriculture/horticulture events.

## Marketing Policies

- Sedgwick County, Sedgwick County Commissioners, Sedgwick County Extension Council, K-State Research and Extension 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.
- All advertising should state the location as “Sedgwick County Extension Education Center”.
- Renter’s event contact information must be clearly visible, and it should not be misrepresented as a K-State Research and Extension-Sedgwick County event.
- 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.
- All renters are prohibited from selling participant information to outside entities.



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