



**Geary County 4-H/Sr. Citizens Center  
1025 S. Spring Valley Rd  
Junction City, KS 66441**

TO: Renters  
FROM: Geary County Extension

Thank you for choosing the 4-H/Senior Citizens Center for your event. We are excited to serve you in hosting your family reunion, business meeting, social activity, auction, etc. To ensure a successful rental please read all of the rules for scheduling and renting in the Rental Agreement. As we try to improve the building and grounds, we have made some changes to the contract so please read carefully.

Enclosed are two copies of the Rental Agreement for the 4-H/Senior Citizens Center. We have filled in the date and time you requested. Please sign one copy and return it to the office by

\_\_\_\_\_.

Please note rule #1 of No Alcohol, #3 about use by juveniles, #4 for building arrangement, and the cancellation policy rule #13.

To pick up a key to the building you must come to the Extension Office, 119 E. 9<sup>th</sup> Street, during the hours of 8am to 5pm Monday thru Friday.

The reservation is not fully confirmed until the contract is received by the office.

Thank you again for choosing our facility for your event.

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**Committee Members**

**Chairman:**

*Harold Erichsen*

**Treasurer:**

*Clarice Longhofer*

**Members At Large:**

*Karen Erichsen, Chris Heldstab & Cathy Nuzum*

## RENT SCHEDULE SHALL BE

### 4-H/Sr. Citizens Center:

1 Section - \$25.00 per hour with a minimum of \$50.00 \$ \_\_\_\_\_  
Section Rented \_\_\_\_\_

2 Sections - \$50.00 per hour with a minimum of \$100.00 \$ \_\_\_\_\_  
Sections Rented \_\_\_\_\_ & \_\_\_\_\_

3 Sections - \$75.00 per hour with a minimum of \$150.00 \$ \_\_\_\_\_

Dining Room - \$25.00 per hour with a minimum of \$50.00 \$ \_\_\_\_\_

Weekend Fee - \$450.00 per day for entire building  
(excluding kitchen) \$ \_\_\_\_\_

Kitchen - \$40.00/ used for meal preparation  
\$15.00/oven used for keeping food(s) warm \$ \_\_\_\_\_

Restrooms Only - If outside facilities used, \$12.00/day \$ \_\_\_\_\_

Parking Lot Only - \$40.00/day (front row along walk must be left open) \$ \_\_\_\_\_

Livestock Pavilion - \$30.00 per activity \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revised 1-4-2023  
Effective-1-4-2023

### FOR OFFICE USE ONLY

Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

Key # Issued \_\_\_\_\_ Returned \_\_\_\_\_

**Rules for Scheduling and Renting the  
4-H/Sr. Citizens Center and/or Geary County Fairground Facilities**

1. **Alcoholic beverages are prohibited on all county owned property, including the 4-H/Senior Citizens Center and Fairgrounds.**
2. Hourly rates will be charged from the time the group enters the building to the time the building is vacated.
3. **Facilities will not be rented to juveniles. Juvenile groups must have an adult sponsor to sign rental agreement and must have adult supervision in a sufficient number for the size of the group.**
4. If tables and chairs are used, they are to be returned to position in which they were found when entering the building. The chairs and round tables in the dining room are to only be used in the dining room. Be sure to place pads on table tops if animal or animal cages are placed on tables. Tables from the inside of the building ARE NOT to be used outside. If additional tables for outside use are needed they are available on request.
5. Lights for the parking lot are available for use for evening events. The switches are located in the kitchen on the west wall. Please be sure to turn the lights off as your group leaves.
6. A 100 cup coffee pot is stored in the public use cabinet and is available to groups renting the building. The ice machine and microwave oven are available to renters. There is a refrigerator and a freezer for group use. Igloo Jugs and roasters for checkout are available at the Extension Office. Small appliances at the building are property of the Senior Citizens, Inc. and should not be used without consent of their director.
7. The 4-H/Sr. Citizens Center is not to be used for any type of overnight lodging.
8. Waiver of fees other than those specified must be secured from 4-H Building Committee.
9. Any out-of-county commercial enterprises must have the approval of the County Commissioners.
10. Scheduling will take place through the Geary County Extension Office.
11. Priority will be given to 4-H, Extension, Senior Citizens, and County Governmental Groups.
12. No charge shall be assessed for 4-H, Extension, County Government functions, or activities of the Geary County Senior Citizens, Inc.
13. If a reservation is not cancelled at least 48 hours prior to the reserved date, the reserving party will be subject to a charge equal to the anticipated rent from that reservation.
14. No inflatables, i.e. bounce houses, slides, bungee runs, etc., are allowed inside the building.
15. Those renting the 4-H/Sr. Citizens Center may not use additional facilities unless special arrangements have been made. (i.e. Livestock pavilion and barns, horse arena, etc.) If building renter is found to have trespassed and used facilities other than what is stated in contract, a fee to compensate the usage of extra facilities will be assessed.
16. If the key issued is lost, a \$50.00 fee will be assessed.
17. **Periodic checks will be made by building committee members.**
18. **NO** staples in the walls or furniture. **DO NOT** attach decorations to fans.

**CLEANING POLICY**

**It is the renter's responsibility to see that the facility is clean and damage free upon leaving. Clean-up is to include restrooms and hallway as well as the meeting room(s) used. If the facility is not left in satisfactory condition or damage has occurred, a \$25/hour cleaning/repair fee will be assessed for the time and money it takes to clean and/or make repairs. A cleaning cart with the necessary supplies is available for the renter's use and is located in the North East corner of the large East room. Some cleaning supplies may need to be furnished by the renter. All trash and debris should be bagged and removed from the building. Dumpsters are located on the North end of the building.**

# RENTAL AGREEMENT

**Geary County 4-H/Sr. Citizens Center**  
1025 South Spring Valley Road, Junction City, KS

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As we try to improve the building and grounds we have made some changes to the contract so please read carefully.

In consideration for the use and rental of the Geary County 4-H/Sr. Citizens Center and/or Geary County Fairground Facilities, I or we, hereby agree to be responsible to the County Commissioners of Geary County, Kansas, for said buildings, equipment, contents, listed from

Time: \_\_\_\_\_ o'clock am/pm till \_\_\_\_\_ o'clock am/pm for a total of \_\_\_\_\_ hours

Date: \_\_\_\_\_ 20 \_\_\_\_\_

and agree to leave said buildings, equipment, grounds, and contents in the same physical condition as when we received them. Ordinary and reasonable wear and deterioration expected.

We agree to pay to the Geary County 4-H/Sr. Citizens Building Committee for any and all damage or loss to said buildings, equipment, and contents.

USER/RENTER shall indemnify and save harmless the Board of Commissioners of Geary County, Geary County Senior Citizens, Inc., 4-H/Sr. Citizens Building Committee, and Geary County Extension Council, their agents and employees, from all losses, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whomsoever by reason of the operation, use or occupation of the premises described herein, whether such use is authorized or not, or by any act or omission of USER/RENTER or any of its officers, agents, employees, guests, patrons, or invitees.

I have read the rental agreement and agree to abide by terms specified:

Event: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Signed by: (renter) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by: (building representative) \_\_\_\_\_