

# **Use Agreement for Oscar Johnson 4-H Center and Complex**

The following agreement is for the Oscar Johnson building only; it includes the two inside bathrooms adjoining the meeting room, the meeting room, the kitchen and serving area, and attached shelter. It also includes the green wooden and metal framed picnic tables around the grounds.

If you need any other buildings, restrooms, or fairgrounds areas for your event you **MUST** contact Dick Fankhauser at 715-635-9350 and the Fairgrounds Manager, Shorty Crosby, at 715-416-0637. The use, opening, and cleaning of these facilities needs to be arranged through them.

If your event will have a large amount of garbage (more than **ONE** bag), please contact Dick Fankhauser if you plan to deposit it in the Fairgrounds dumpster.

**WASHBURN COUNTY ADULT LEADERS ASSOCIATION  
POLICY & AGREEMENT FOR THE USE OF OSCAR JOHNSON 4-H CENTER AND COMPLEX**

**I. Legal:**

1. The Oscar Johnson 4-H Center and Complex at the Washburn County Fairgrounds could be available for community use under conditions permitted by the Washburn County Adult Leaders Association;
2. The availability of the facility must be verified with the Washburn County 4-H Leader's Representative located at the UW-Extension Office.
3. This application must be completed and returned to the 4-H Leader's Representative; this can be signed annually or per event depending on criteria type.
4. The 4-H Leader's Representative may grant permission for use of the Center and Complex if the request is not in conflict with 4-H programs or Washburn County programs.

**2. It is Further Agreed:**

- a) The Washburn County 4-H Adult Leaders Association (WC4-HALA) and Washburn County Insurance **does not** cover your organization - proof of your liability insurance or a certificate of insurance is required that states that your organization or activity is covered while at the Oscar Johnson Center on that specific date. \$100,000 minimum coverage for bodily injury and property damage is required. The Tulip program is available. Proof of this insurance must be in the Extension Office one day prior to event including preparation and clean-up time.
- b) The applicant shall make full restitution for any damage or breakage to property or equipment resulting during the period of use by such organization.
- c) Property of organizations cannot be stored in facilities.
- d) The sponsoring organization is responsible for the safety and conduct of its attendees.
- e) All doors and aisles shall be unobstructed and unlocked at any time while the building is occupied, and all fire regulations must be adhered to; (This means if you are using the kitchen **and** meeting room, **all** doors must be unlocked.)
- f) Furniture, equipment, and appliances may not leave the meeting room and kitchen.
- g) The Solid Wood Green Picnic tables and metal framed can be used and taken off grounds, only with permission from the 4-H Leader's Representative, laminated ones are not to leave the grounds.
- h) There shall be **no smoking in the meeting room, kitchen or food serving areas**. Smoking is permitted in the shelter area.
- i) There shall be no alcoholic beverages brought to or consumed in the meeting room complex or area.
- j) **NO** animals allowed in the kitchen. Animals allowed in the meeting room **ONLY** if 4-H affiliated or service animals.
- k) A security deposit will be required for Type 2, Type 3, and Type 4 groups.
- l) The organization and the WC4-HALA must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

3. The applicant and its representative agree to hold Washburn County 4-H Adult Leaders Association (WC4-HALA) and the Washburn County Board of Supervisors (WCB) harmless from any loss or damage, including attorneys' fees, arising out of applicant's use of the Center, whether that loss arises from bodily injury, property damage or from any other cause. In the event (WC4-HALA) or (WCB) receive notice of any injury, property damage or a claim of any type arising out of applicant's use of the Center, applicant agrees to defend (WC4-HALA) & WCB and compensate them. If applicant fails to defend leaders and (WCB) after notice, (WC4-HALA) and (WCB) may engage attorneys. Applicant shall bear the cost of such attorneys.

By signing this agreement, the undersigned certify and acknowledge that they are (Title) \_\_\_\_\_ of the applicant/organization. They further certify that they have full authority of the governing body of applicant/organization to enter in to this agreement and to bind the organization to its terms.

\_\_\_\_\_  
4-H Leader's Representative

\_\_\_\_\_  
Applicant/Organization

\_\_\_\_\_  
Specify Title

\_\_\_\_\_  
Specify Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPLICATION FOR USE  
OSCAR JOHNSON 4-H CENTER AND COMPLEX  
Washburn County Fairgrounds - Spooner, WI**

MUST BE SUBMITTED TO THE WASHBURN COUNTY EXTENSION OFFICE  
304 2<sup>nd</sup> Street. PO Box 305, Shell Lake, WI 54871  
Shell Lake, WI 54871  
Phone: 715-635-4444

1. Name \_\_\_\_\_ Date \_\_\_\_\_
2. Address \_\_\_\_\_
3. State general purpose for using facilities \_\_\_\_\_
4. Date of event \_\_\_\_\_
5. Type of group (see back):  
\_\_\_\_ **Type 1** 4-H Group & Extension (club, project meeting, demonstration, class, etc)  
\_\_\_\_ **Type 2** Non-profit Group - related 4-H groups (meetings only, no admission or fees collected)  
\_\_\_\_ **Type 3** Non-profit Group Civic or Community Org. (meetings only, no admission or fees collected)  
\_\_\_\_ **Type 4** Other Special Events (Requests will be reviewed by 4-H Adult Leaders Association)
6. Facilities needed:  
1. \_\_\_\_ Meeting Room  
2. \_\_\_\_ Kitchen/Serving Area  
3. \_\_\_\_ Shelter Area  
4. \_\_\_\_ Picnic Tables (green wooden ones and metal framed are the only ones to leave the grounds)  
5. \_\_\_\_ Garbage Cans (big metal ones are the only ones to leave the grounds)
7. Estimated number of people: \_\_\_\_\_
8. Specify admission charge: \_\_\_\_\_

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**I HAVE READ AND UNDERSTAND THE POLICY & AGREEMENT RELATING TO THE USE OF THE OSCAR JOHNSON 4-H CENTER AND COMPLEX**

1. Authorized signature/Title of Organization's Representative:  
\_\_\_\_\_
2. Telephone Number: (\_\_\_\_) \_\_\_\_\_
3. Address: \_\_\_\_\_
4. **Attached copy of Certificate of Insurance or proof of Tulip Program must be in the Extension Office one day prior to event including preparation and clean-up time.**

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Rental Fee Required: \$ \_\_\_\_\_ Damage Deposit Required: \$ \_\_\_\_\_

Make checks payable to: **Washburn County 4-H Leaders Association Trust**  
**\*Please make deposit on a separate check.**

## ORGANIZATION QUALIFICATIONS

1. Type 1 Criteria: 4-H Groups & UWEX (club meetings, project meeting, demonstrations classes, etc.)
  - 1.1 Rental Fee: \$0.00
  - 1.2 Security Deposit: \$0.00
  
2. Type 2 Criteria: Non-profit Group-related 4-H group (meetings only - No fee or admission charged)
  - 2.1 Rental Fee: \$0.00
  - 2.2 Security Deposit: \$0.00
  
3. Type 3 Criteria: Non-profit Group-Civic or Community Organization (meetings only - no fee or admission charged)
  - 3.1 Rental Fee: \$10 per meeting
  - 3.2 Security Deposit: \$100.00
  - 3.3 Insurance Required: \$100,000 Minimum coverage for bodily injury and property damage is required.
  
4. Type 4 Criteria: Special Event (All requests will be sent to the 4-H Adult Leaders Association for special permission to be granted.)
  - 4.1 See Rental Fee Structure-based on areas used
  - 4.2 Insurance Required: \$100,000 Minimum coverage for bodily injury and property damage is required.
  - 4.3 Security Deposit: \$100.00

Set up for your event may begin the day before at noon. You will have until noon the day after your event to be cleaned up. If you need more time, you may be charged for additional days. (For instance, if your actual event is Saturday night, you may set up starting at noon on Friday, and you must be cleaned up by noon on Sunday)

### RENTAL FEE STRUCTURE

	<u>Rental Fee Per Day:</u>	<u>Security Deposit*</u>	<u>Total</u>
Meeting Room	\$25.00 per day plus	\$100.00	\$125.00
Kitchen/Serving Area	\$25.00 per day plus	\$100.00	\$125.00
Shelter Area/Picnic Tables	\$25.00 per day plus	\$100.00	\$125.00
Picnic Tables 1-10	\$15.00 per day plus	\$100.00	\$115.00
Picnic Tables 11 or more	\$25.00 per day plus	\$100.00	\$125.00

Make checks payable to: **Washburn County 4-H Leaders Association Trust**  
**\*Please make deposit on a separate check**

- Deposit to be returned after inspection to determine if facilities are returned to conditions at beginning of event. Amount returned will depend on labor and materials (cost) required to complete repairs or clean-up. **Your deposit WILL NOT be returned unless the facilities are cleaned according to #6 on the attached procedures, and has been approved by an OJ Center maintenance representative.**

## **PROCEDURES FOR USING THE OSCAR JOHNSON 4-H CENTER**

- 1. Contact the Extension Office in advance to reserve the building/sign contract and/or pick up the key. Key must be signed out.**
- 2. NO ALCOHOL - NO SMOKING**
- 3. No use of center without responsible adult (leader).**
- 4. Use door next to kitchen as main entrance.**
- 5. No pins, nails, staples, etc. in Oscar Johnson Center or shelter/pavilion. No tape on wall in Oscar Johnson Center.**
- 6. After meeting:**
  - A. Clean up – wipe tables and vacuum floor (vacuum cleaner is in the furnace room). If using complex/shelter, wipe picnic tables and sweep floor.**
  - B. Empty wastebaskets into dumpster outside – REMEMBER TO RECYCLE.**
  - C. Return tables to original place. Return chairs to chair rack. Tables, chairs and equipment may not leave the meeting room.**
  - D. Leave bathrooms clean.**
    - 1. Flush toilets.**
    - 2. Empty wastebaskets and wipe down sinks.**
    - 3. Leave doors open.**
  - E. Turn ceiling fans off. Close and lock windows. Please turn heat down in winter to 60°.**
  - F. Turn lights off and lock the door.**
  - G. Return key to Extension Office outside drop box and report any problems.**

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**Be responsible. The above procedures must be followed or you may forfeit your right to use the building!**

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