

# **Sunnyview Exposition Center Policy Statement**

## **Winnebago County 4H Reservations**

The Winnebago County 4-H Program has been granted use of the Sunnyview Exposition Center at no cost and discounted rates for specific events. The Winnebago County Parks Department, UW-Extension and appropriate 4-H Committee will coordinate contracts for these events. Policies governing this use are outlined below.

### **All events/usage:**

1. The Winnebago County 4H Program is interested in utilizing the Sunnyview Exposition Center for their educational events, Pizza Making fundraiser, and 4H Horse Shows. The following guidelines will be set for the scheduling and fees assessed for these events.
2. All events must be scheduled with the Expo Manager and keys must be picked up at the Expo Manager's office prior to the event via appointment. Other key pick-up options may be available upon consent of the Expo Manager or Parks Director.
3. Equipment within the Expo Building, including the P.A. system, is available upon request if not currently rented by a paying customer and must be checked out from the Expo Manager.
4. All 4H events must thoroughly clean up after themselves and leave the building as they found it. Minimal Parks Department staff resources will be provided. If clean up charges or damages are incurred a fine will be levied to the 4H Leaders Association. Dumpster rental and tipping charge will apply for 8-yard dumpsters that are used for garbage. There is no charge for recycling dumpster rental or tipping.
5. All livestock events will be charged for animal refuse dumpster rental and tipping fees when using any of the barns and/or manure pit areas.
6. Damages to the property will be charged if necessary to the Winnebago County 4H Program
7. All other regulations regarding use of the building apply, including recycling ordinances.

### **Pizza Making:**

1. The Winnebago County 4H Pizza Making may reserve one Friday and Saturday during the months of March/April and October/November in the Center Hall and Kitchen with the addition of the West Wing if it is available. These reservation dates include tables, chairs, hall and kitchen rental and utilities at no charge. Dumpster rental and tipping charge will apply for 8-yard dumpsters that are used for garbage. There is no charge for recycling dumpster rental or tipping. When necessary, Expo staff will plow access to all 4H garage doors as well as remove snow near east door of garage the Thursday prior to the event.

### **Other Educational Events:**

1. The Winnebago County 4H Program can utilize the Sunnyview Exposition Grounds at any time during a calendar year for the purposes of hosting an educational event.
2. Event days and times shall be discussed and scheduled with the Expo Manager to ensure that there is facility availability and to avoid other paid events. Paid events will take priority. Events shall be entered into the calendar no sooner than 12 months prior to the event date.

## Horse Project:

1. The 4H Horse Project Tack Sale may reserve a Saturday and Sunday during the month of March in the South Wing, including the Center Hall and kitchen if available. This reservation date includes tables, chairs, hall rental, and utilities at no charge. Dumpster rental and tipping charge will apply for 8-yard dumpsters used for garbage. There is no charge for recycling dumpster rental or tipping. Expo staff will plow all access doors to 4H garage prior to event if necessary.
2. The Winnebago 4H Horse and Pony Project may use the premises at no charge for 3 scheduled shows (6 days total). Dumpster and manure hauling fees will be charged for all shows. All other shows over and above the scheduled 3 shows will be charged at the reduced rental rate. The reduced rental rate shall be the standard rental rates assigned by the County Board in Chapter 19 with a 25% discount applied.
3. No Charge Shows Include:
  - i) The 3<sup>rd</sup> Saturday and Sunday in May
  - ii) the 4<sup>th</sup> Saturday and Sunday in July
  - iii) The 4<sup>th</sup> Saturday and Sunday in September
4. The dates included in section 3 and 4 include the rental of the following.
  - Covered Arena, the Covered Arena Registration and Support rooms, Covered Arena announcer's stand, the Outdoor Arena, the toilet shower building, the food court, Barns C & D and utilities.
  - The use of the water wagon and drag are included.
  - Campers for these shows will use Parking Lot #2 and #4.
5. The 4H Horse and Pony Project Agrees to the following rules.
  - All other rules and regulations regarding use of the facilities apply including recycling ordinances.
  - Stalls must be raked to the gravel floor upon completion of the event.
  - All garbage must be emptied into separate 8-yard dumpsters with animal refuse deposited in the manure pit for loading into separate 30-yard dumpsters provided by the Parks Department and post-billed to the Winnebago County 4H Horse and Pony Project. Dumpster rental and tipping charges will apply for 8-yard dumpsters used for garbage. There is no charge for recycling dumpster rental or tipping fees.
  - The facilities is to be left in the same condition of cleanliness as they were found at the start of the event.
6. The Winnebago County 4H Horse and Pony Project may schedule Clinics in the Covered Arena 2 weekday evenings per month during the months of May through August at no charge. This reservation includes the Covered Arena, Covered Arena Support and Registration rooms, the Announcer Stand, the PA System and utilities. This use is subject to availability and the schedule of other paid events. The Winnebago County 4H Horse and Pony Project will coordinate these days and times with the Expo Manager.

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Approved by Committee 01/5/09

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Approved by County Board 9/20/2022