

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. All no charge reservations related to the Expo Building are subject to change if a paying client wishes to rent the building. Change notification will take place at least 30 days prior to the scheduled 4H event.
2. All Winnebago County 4H events not covered in this agreement will be charged using the Sunnyview Exposition Center Rental Fees Schedule and are allowed a 25% discount. All events are scheduled on a first come first served basis with a \$100.00 nonrefundable Calendar Deposit to reserve the date.
3. All events must be scheduled with the Assistant Expo Manager and keys must be picked up at the Assistant Expo Manager's office prior to the event via appointment. Other key pick up options may be available upon consent of the Assistant Expo Manager or Parks Director.
4. 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 Assistant Expo Manager.
5. All 4H events must thoroughly clean up after themselves and leave the building as they found it. 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.
6. 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.
7. Damages will be charged if necessary.
8. All other regulations regarding use of the building apply, including recycling ordinances.
9. A separate **Winnebago County 4H Food Court Use Policy** developed by the Parks Department, UW-Extension and 4H Leaders Association applies to all 4H users of the Food Court building. All 4H Food Court users must comply with this policy. Keys for the Food Court building will be checked out from the UW Extension office and returned there after use of the building for an event. The cost for 4H users and the Winnebago County Farm Bureau for rental of the Food Court building is \$20.00 per day.

Pizza Making:

1. The Winnebago County 4H Pizza Making may reserve one Friday and Saturday during the months of March/April and 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.

Goat Project:

1. The Winnebago County 4H Goat project may use Barn A+ for a Goat Fun Day on a Saturday between the months of May and August when available as per the Expo Event Calendar. This rental includes Barn A+, utilities, and use of one restroom at no charge. Dumpster rental and tipping fee applies for animal refuse and garbage dumpsters used.

Meat Animal Project:

1. The Winnebago County 4H Meat Animal Project may schedule 2 events in Barn A+ during the months of February and April or May on a Saturday. This reservation date includes use of Barn A+ and utilities at no charge. Expo staff will plow access to Barn A+ and the 4H garage on the Wednesday prior to event if necessary.

Dog Project:

1. The 4H Dog Project may reserve one Sunday during the month of April in the West Wing for Fun Day. This reservation date includes tables, chairs, hall rental, and utilities at no charge.
2. The 4H Dog Project may use either Barn E or Barn A one weekday evening per week during the months of May through August, at no charge. These dates are subject to availability and may be rescheduled in the event of a paying customer wishing to rent the facilities.
3. The 4H Dog Project Agility Classes may be held one weekday evening per week from August until grounds closing in Barn E or Barn A, depending on availability, or elsewhere outside on the grounds at no charge. This reservation date includes either Barn A or E and one restroom facility.

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 County 4H Horse Advisory Group may use the premises at no charge for 2 scheduled shows (4 days total), all other shows scheduled will be charged at the reduced rate.
3. The Winnebago County 4H Horse Project holds dates for three annual shows in the covered arena:
 - i) the third Saturday and Sunday in May - regular reduced fee applies
 - ii) the last Saturday in July – no charge
 - iii) the last Saturday and Sunday in September – no charge

These dates are subject to cancellation if a paying client wishes to rent the facility. Cancellation notification will be given at least 30 days prior to the scheduled event.

The above dates include rental of the 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.

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.

4. 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 LESSOR and post-billed to LESSEE. Dumpster rental and tipping charge will apply for 8 yard dumpsters used for garbage. There is no charge for recycling dumpster rental or tipping

The facilities are to be left in the same condition of cleanliness as they were found at the start of the event.

5. The Winnebago County 4H Horse Advisory Group 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.
6. Individual clubs must schedule event dates for the next calendar year upon conclusion of the current event. The charge for individual clubs using the premises for a horse show is reduced.

April 2006 revised November 2008

Approved by Committee 01/5/09