

DAVIS COUNTY FAIR EXHIBIT HALL USER INSTRUCTIONS

RENTAL OF BUILDING \$200 PER DAY
DEPOSIT \$50 (REFUNDED IF LEFT IN GOOD, CLEAN CONDITION)

\$200 ENTITLES YOU TO USE OF THE BUILDING FOR ONE DAY FROM 8AM TO MIDNIGHT. FOR AN ADDITIONAL \$75, YOU MAY HAVE THE HALL AT 6PM THE NIGHT BEFORE THE RENTAL. ANY ADDITIONAL FULL DAYS ARE AT THE \$200/DAY RENTAL CHARGE. RENT MAY BE PAID WITH 2 CHECKS—ONE FOR RENT AND ONE FOR DEPOSIT, OR IN CASH. RENT AND DEPOSIT MUST BE PAID BEFORE OR WHEN THE KEYS ARE PICKED UP. A CERTIFICATE OF INSURANCE IS REQUIRED SHOWING PROOF OF LIABILITY INSURANCE AND NAMING DAVIS COUNTY AGRICULTURAL SOCIETY INC. AS ALSO INSURED.

YOU WILL BE GIVEN **2 KEYS**—ONE FITS THE PADLOCK ON THE ENTRY GATE AND ONE FITS THE EAST AND SOUTH ENTRY DOORS OF THE EXHIBIT HALL. WHEN YOU ENTER THE EAST DOOR, YOU WILL FIND A **HEX KEY** HANGING NEAR THE CEILING ON YOUR RIGHT. THIS KEY LOCKS THE PANIC BAR ON THE DOOR IN THE UNLOCKED POSITION. HOLD THE PANIC BAR IN AS YOU INSERT THE HEX KEY IN THE HOLE IN THE PANIC BAR AND TURN THE KEY TO TIGHTEN THE MECHANISM IN THAT POSITION. THAT WILL ALLOW THE DOOR TO OPEN AND CLOSE WITHOUT LOCKING EACH TIME YOU GO THROUGH. WHEN YOU ARE READY TO LEAVE THE BUILDING, USE THE HEX KEY TO RELEASE THE PANIC BAR SO THAT IT WILL LOCK THE DOOR WHEN CLOSED.

FEEL FREE TO SET THE **2 THERMOSTATS** (ONE EACH ON SOUTH AND NORTH WALLS) TO A REASONABLE COMFORT LEVEL. WHEN LEAVING THE BUILDING, THE THERMOSTATS ARE TO BE LEFT ON 50 DEGREES IN THE WINTER MONTHS AND 75 DEGREES IN THE SUMMER MONTHS.

KITCHEN: A **LIMITED AMOUNT OF COOKING UTENSILS**, POTS AND PANS, COFFEE MAKERS, ETC. ARE PROVIDED. YOU WILL WANT TO CHECK TO SEE IF WHAT YOU NEED IS PROVIDED BEFORE YOUR FUNCTION. SUPPLIES ARE PROVIDED FOR WASHING DISHES AND CLEAN-UP OF THE REFRIGERATOR, FREEZER AND RANGE WHEN YOU ARE DONE. LEAVE THE WET DISH TOWELS HANGING OVER THE SINK.

PAPER TOWELS, TOILET TISSUE AND TRASH BAGS ARE STORED IN THE FIRST CABINET ON YOUR RIGHT AS YOU ENTER THE KITCHEN.

CLEANING SUPPLIES ARE STORED IN THE CABINET TO THE LEFT OF THE SINK AND THE CLOSET NEAR THE EAST ENTRY DOOR.

YOU MUST **TAKE OUT THE TRASH** (DURING SUMMER MONTHS, DUMPSTER PROVIDED AT THE WEST END OF THE FAIRGROUNDS. NOVEMBER THROUGH APRIL, YOU MUST TAKE YOUR TRASH WITH YOU). PLEASE PUT NEW BAGS IN THE TRASH CANS. **CHECK TO SEE THAT TOILETS ARE FLUSHED AND NOT RUNNING. SWEEP ALL FLOORS.** YOU ARE NOT EXPECTED TO MOP UNLESS LARGE MESSSES OCCUR. DO NOT LEAVE THE WET MOPS IN THE MOP BUCKET. PLEASE HANG IN THE MOP HOLDERS ABOVE THE MOP SINK IN THE KITCHEN. **CLEAN-UP** IS TO BE DONE BY **9:00AM THE FOLLOWING DAY** UNLESS ARRANGEMENTS ARE MADE WITH FAIRBOARD REPRESENTATIVE.

PLEASE KEEP YOUR FEET OFF THE WALLS! WE ASK YOU NOT TO REMOVE OR RELOCATE ANY DISPLAYS ON THE WALLS. DO NOT USE TAPE, GLUE, NAILS, TACKS, PINS, ETC. ON THE WALLS, CEILINGS, DOORS OR WOODWORK. PLEASE USE THE SCREW EYES AND WIRES PROVIDED.

TABLES AND CHAIRS ARE STORED IN THE NORTH END OF THE BUILDING (THROUGH DOUBLE DOORS). PLEASE PUT TABLES AND CHAIRS BACK ON THEIR RESPECTIVE CARTS AND RETURN TO THAT AREA.

BEFORE LEAVING CHECK THERMOSTATS, LIGHTS AND LOCK DOORS. **RETURN KEYS** AS DIRECTED BY FAIRBOARD REPRESENTATIVE.

WE ASK YOU TO TREAT THE FAIR HALL WITH RESPECT IN ORDER TO KEEP IT NICE FOR YOUR COMMUNITY.

PROBLEMS?: CALL MARCIA BEAR 722-5255 or 641-777-6174 OR KEVIN WOODS 929-3327.

THANK YOU,
DAVIS COUNTY FAIRBOARD