

DAVIS COUNTY FAIR EXHIBIT HALL USER INSTRUCTIONS

\$200 one day rental from 8am to midnight. Any additional days at \$200

\$75 additional for key at 6pm previous night.

\$50 damage/cleaning refundable deposit. If building is left in good condition and key returned, the \$50 deposit is refunded.

Make payment in 2 separate checks to: Davis County Agricultural Society, Inc.

Rent and deposit must be paid before keys are given to renter.

A **Certificate of Liability Insurance** is required naming Davis County Agricultural Society Inc. as the certificate holder and must be received before rental date.

Hex Key - When you enter the east door, you will find a hex key hanging near the ceiling to the side of the door. This key locks the panic bar on the door in the locked or unlocked position. Hold the panic bar in as you insert the hex key and turn the key to tighten the mechanism. The panic bar will stay in the unlocked position and the door will allow you to come and go without locking behind you. Use the hex key to release the panic bar and the door will lock when closed.

2 Thermostats - One on south wall and one on north wall. Each controls separate heating and cooling units.

When leaving the building, both thermostats should be set at 50 degrees in the winter and 75 degrees in the summer.

Kitchen – Dish detergent and towels are provided. Wipe out sink and hang wet towels over sink edge to dry. Wipe out refrigerator and freezer. Wipe down stove and countertops.

Paper Towels, Toilet Tissue, and Trash Bags – stored in first cabinet on your right as you enter kitchen.

Cleaning Supplies – stored in cabinet to the left of dish sink and the closet near the east entry door.

Tables and Chairs – wipe off tables. Put tables and chairs on respective carts and return to the storage area in the north end of the building through the double doors.

Trash – take out your trash. April through October, put trash in dumpster on the fairgrounds. November through March, you must take trash with you as dumpster service at the fairgrounds is stopped during the winter months. Put new trash bags in the trash cans.

Sweep Floors – sweep all floors. Brooms & dust pan in closet near east door. You are not expected to mop unless large messes occur. Mop & bucket at mop sink in kitchen. Hang up wet mops, do not leave in the bucket.

Before Leaving - Check to see that toilets are flushed and water has stopped running. Check thermostats, lights and lock doors. Return keys as directed by Fairboard representative.

We ask that you treat the fair hall with respect to keep it nice for your community. Please keep your feet off the walls! Do not remove or relocate any displays on the walls. Do not use tape, glue, nails, tacks, pins, etc. on the walls, ceilings, doors or woodwork.

Thank you,
Davis County Fairboard