

Dreher Family 4-H Building Overview

2110 Harper Street

Lawrence, Kansas 66046

Douglas County Fairgrounds

The Dreher Family 4-H Building was built through the generous donation of Helen Dreher to meet the needs of all Douglas County 4-H'ers. The Douglas County 4-H Foundation has created these policies for the use of the building.

The primary purpose of the building is dedicated to 4-H/Extension educational activities. 4-H groups will have first priority for use of the building, followed by Douglas County Extension. Government entities, not-for-profit tax exempt groups, other organizations, and businesses may have the opportunity to rent space, provided their application is approved by the committee. If the applicant is a current member of the Douglas County 4-H Foundation, they may be allowed to rent any of the spaces for personal use (family reunions, receptions, showers, etc.). The Dreher Family 4-H Building committee will make final determination on the approval of all rental requests.

An authorized representative over the age of 21 must be present during the use of the building/meeting rooms. The group making the reservation request will be held responsible for any and all damages to the building, contents, and grounds. No smoking, alcohol, illegal drugs, unauthorized firearms, or animals (other than companion animals) are allowed in the building.

The Dreher Family 4-H Building reservations will be managed by the Douglas County Extension Office, 2110 Harper Street, Lawrence, Kansas 66046, phone 785-843-7058.

Charges

South Room	\$40 for three hours; \$10 each additional hour
Kitchen Room	\$40 for three hours; \$10 each additional hour
North Room	\$60 for three hours; \$10 each additional hour

A \$50 deposit will be required when the reservation is made. The deposit will be returned provided the building and grounds are properly cleaned and are well maintained at the time the keys are returned. In case of cancellation, a full refund will be made provided the cancellation is made at least one week prior to the reservation date.

Occupancy limits are as follows due to fire codes:

South Room - 50

Kitchen Room - 40

North Room - 90 or 45 in each half when the partition is in place

Complete information, forms, and photos of the available rooms can be seen on the Douglas County Extension website at www.douglas.ksu.edu under "Dreher Family 4-H Building".

The room reservation form should be submitted as far in advance as possible to make sure the request is approved. Approval will be made via e-mail or phone, normally within two business days of submitting the form. The rent is due when the keys are picked up, and checks should be made payable to the Douglas County 4-H Foundation.

Questions may be directed to the Douglas County Extension Office, 2110 Harper Street, Lawrence, Kansas 66046, 785-843-7058, or e-mail pheikes@ksu.edu

Dreher Family 4-H Building Rules

1. Rooms are available on a first-come, first-served basis. Priority for use of rooms is: 4-H, Extension, government entities, nonprofit tax exempt groups, and others.
2. Rooms may be scheduled up to twelve months in advance.
3. Rooms are available for use from 6:00 a.m. to 10:00 p.m. Include set-up and clean-up times when scheduling your function. All equipment must be returned to its proper place and facilities must be left clean and orderly, including restrooms.
4. During Extension office business hours (8 a.m. to 5 p.m. Monday through Friday), a representative from the group must sign in at the Extension office and have the building opened for them. When the Extension office is not open, groups need to make arrangements with the Extension office to pick up and return the keys.
5. A representative from the group must check out with the Extension office staff during business hours. For groups using the building after hours, an Extension office staff member will check the building the next day. Failure to return the building keys and/or to return the building to its original condition may result in loss of deposit.
6. Persons scheduling the rooms must be at least 21 years of age. An adult must be present during the function, and assume responsibility for children in their group.
7. Requests to use audio-visual equipment should be stated on the reservation form.
8. Groups must supply their own coffee pots, utensils, serving trays and related items for snacks and/or meals. Some rooms contain microwaves and under the counter refrigerators. Groups are responsible for transporting, setting up, and operating their own equipment.
9. Publicity about an event/function may not imply that 4-H or Extension is a sponsor or use the Extension office as a contact for more information.
10. Extension staff members will not be responsible for taking telephone messages for guests attending functions.
11. Cancellation of a function should be given to the Extension office as early as possible. If the cancellation is not received one week prior to the reservation date, the deposit will be forfeited.
12. No smoking, alcohol, illegal drugs, unauthorized firearms, or animals (other than companion animals) are allowed in the building.
13. Room guests are not permitted to tack, tape, or post any signs or materials on room doors, walls, windows or elsewhere. A tripod easel is available upon request.
14. The 4-H Foundation and Extension council will not be held responsible for accidents, or any personal items lost or stolen before, during, or after a function.

Any group, organization or individual failing to comply with these rules will be denied future building privileges. Reinstatement of privileges may be granted only by action of the Douglas County 4-H Foundation.

Dreher Family 4-H Building

Organization Profile and Room Reservation

Organization: _____

Describe the organization: _____

Type of Organization: (Please circle)

4-H

Extension

Government

Not-for-profit

Professional Association

Civic

Business

Other _____

Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____

Representative reserving room: _____

Contact number: _____ E-Mail: _____

Organization leader (if different): _____

Contact number: _____ E-Mail: _____

Date of function: _____

Room(s) requested: _____

Time requested: From _____ a.m./p.m. to _____ a.m./p.m.

Description of event purpose: _____

Equipment Requested: 8' tables (#needed) _____ Chairs (#needed) _____

Sound System in north room only: 2 microphones _____ Tripod easel _____

Projector and screen in north room: _____ Projector and screen in south room: _____

I have read the attached Dreher Family 4-H Building rules and agree to the terms of the room use. I understand that if the function is cancelled and notification is not given to the Extension office at least one week prior to the event date, my deposit will be forfeited. I understand that failure to return the property to its original condition will result in the forfeiture of my deposit.

Signature

Date

Printed name

Title

Dreher Family 4-H Building Acceptance of Responsibility

As a representative of the group/organization _____,
I have read the building rules and policies established by the Douglas County 4-H Foundation concerning the use of rooms, and agree to abide by these rules and policies.

I understand the above group is responsible for cleaning up after the event and returning the building to its original condition. I also understand the above group will be responsible for any damage incurred as a result of the event hosted or because of actions by event attendees (be it accidental or otherwise) regarding any equipment, furnishings or property.

I understand the Douglas County 4-H Foundation and the Douglas County Extension Council will not be held responsible for any accidents, or damage, including theft and breakage to personal property while using the rooms.

I understand any group, organization, or individual failing to comply with these rules and policies may be denied future building privileges.

I hereby state I am over 21 years of age and an adult will be present in the room for the duration of the function and assume responsibility for any children present.

Signature

Date

Printed name

Title

Please return completed form to:

Douglas County Extension

2110 Harper Street

Lawrence, KS 66046

Phone: 785-843-7058

Fax: 785-843-6745

E-mail: pheikes@ksu.edu