

## **Kewaunee County Fairgrounds Exhibit Building Guidelines for Use**

When a reservation is made for space in the Exhibit building, it is for the entire day and evening whether the organization reserving the space needs it all day/evening. This means NO other organization can use the space anytime during the day or evening.

It is not the responsibility of staff in the three county departments which includes Extension Kewaunee Support Staff and the 4-H Program Educator located in building to have anything to do related to 1) reservations, 2) providing access to space in the building, 3) turning on or off coolers and 4) addressing any other requests. Kewaunee County Promotion and Parks is solely responsible for this building.

Jerry is given a schedule two weeks in advance. He only works part-time primary when there are events. He is not available at the last moment to open or close doors or complete other tasks.

If the Kewaunee County 4-H Program reserves space and does not use the space, this needs to be communicated to Jenny Salentine in advance not at the last minute.

This building is for use by groups and organizations in Kewaunee County including but not limited to the Kewaunee County 4-H Program.

Kewaunee County Promotion and Parks Department and Extension staff are to always be treated with respect by youth, leaders and others involved with the 4-H program.

All tables and chairs must be put away at the conclusion of event.