

Responsibilities and Expectations for use of the Exhibit Hall and Conference Room

Luxemburg Fairgrounds

This is a reminder to all 4H Groups, Committees and Clubs that utilize the Exhibit Hall and Fairgrounds property for meetings or events to please help us schedule your dates & times along with keeping the facility clean and properly maintained for all who use this space. Kewaunee County offers use of the fairgrounds to 4H, but also has other non-profit, County and paid reservations that use the property. There are expectations that must be followed by all users when using the facility:

Exhibit Hall

Chair & Table Use

- Each chair/table rack has easy to follow directions along with photos as to how to properly put away these items when your club/event/meeting is done using them. ***This needs to be followed*** –All tables must be put away – tables are not to be left in the kitchen or anywhere else in the hall. 6 foot tables have their own racks and 8 foot tables have their own racks. Chairs need to be stacked properly to fit on the carts i.e. seats all facing out not forwards and backwards. We are in the process of adding more chairs and tables for use and the racks provided are designed to hold a certain amount. We do not want chairs falling off the racks and possibly injuring someone or damaging the chairs or facility because they are not put away properly.
- It can take a lot of time for County staff to clean, rearrange and provide these items for use. If done properly we can keep our costs down. Please respect that we do not have full-time staff available to clean up after each use, everyone using the hall including paid events are expected to properly put things away when finished with them.

Cleaning

- Please clean up after your event/meeting. Garbage cans and dumpsters are available for trash along with mops and dust mops for cleaning up spills, dust and trash. Please leave the facility as clean as it was when you arrived.
- Please remove all personal or club items and food after your event. Kewaunee County is not responsible for lost or missing items.

Scheduling

- All reservations are taken on a first come, first served basis.
- Please call the Promotions & Recreation Office before your planned event or meeting to schedule. There has already been over 350 reservations for use of the facility as of October this year, we have been averaging close to 400 reservations annually the past three years. Please be aware that you may not always get the space you need. We will do our best to find alternatives if possible if the dates you need are already booked or if you are bumped for a paid event. Ryan Park, The Dana Farm Cabin or Recreation Shelter, Winter Park Chalet (non-winter season), or shelters at Bruemmer Park are all available free of charge for County 4H to use.
- Annual 4H Calendar - please schedule your event through the Promotions & Recreation Office before the annual 4H calendar is released or before information is given to your UW-Extension Educator. Meetings not scheduled through the office are not on the official reservation calendar. All reservations need to go through our office first.

Animals/Pets

- Animals/Pets are not allowed in the Exhibit Hall or Conference Room

Conference Room

- Chairs and tables must remain in the conference room – these items are not to be put outside or taken into the hall.
- Food is not allowed in the conference room, if you wish to have food for an event please utilize the kitchen or set up chairs/tables in the hall as that area has easy to clean floors. Cleaning grease and food stains off the carpet is costly – please be sure you request these areas for an event as we may have multiple groups meeting in the building at the same time.
- If a group needs to arrange tables in the room differently we ask that after your event/meeting that tables/chairs are placed back in their original classroom style layout.

Any questions regarding use of the facility/grounds or for reservations contact the Kewaunee County Promotions and Recreation Office via phone 920-388-0444 or email salentine.jennifer@kewauneeco.org or myers.david@kewauneeco.org