

Fair Facility Use Form for 4-H Groups

Complete this form to make a request to use the Thurston County Fairgrounds.

Follow these steps:

- 1) Contact the Thurston County Fairgrounds to inquire about date/time/facility availability.
- 2) Complete this form and submit the form to the WSU Thurston County 4-H Office to make your fairgrounds facility use request.
- 3) The WSU Thurston County 4-H Office will review the request and then forward the request to the Thurston County Fair Office. Please allow at least one week to process the request.
- 4) The Thurston County Fair Office will contact you by e-mail or telephone to confirm reservation, and set-up time for you to come in and pay, pick-up keys, and receive gate code.

Please Note: To receive 4-H discounted rental rates and privileges from the Thurston County Fairgrounds activities must be “official 4-H activities” and must follow 4-H state and county policies.

What is an Official 4-H Activity? An official 4-H activity is an event/meeting/show that is organized by a 4-H club, project committee, or other 4-H entity to carry out the 4-H mission. For example: a 4-H horse club holding a riding meeting in the arena, the Rabbit/Cavy Committee offering a county-wide fitting & showing practice in the rabbit barn, or a 4-H Resource Volunteer offering a sewing workshop in the Benoschek Building. Official 4-H activities are announced in the 4-H Newsletter, at project committee meetings, and/or at club meetings.

Following 4-H policies - All 4-H activities must follow 4-H state and county policies to be covered by WSU liability insurance. (See publication EM0758E Washington State 4-H Youth Development Program Policies, Thurston County 4-H Policies, and any project specific policies if applicable.) For example, when holding a show or event 4-H age divisions must be followed and safety equipment required by 4-H must be utilized.

If you have questions regarding 4-H Policy, please contact the 4-H Office at **(360) 867-2157**.

Fees and Use of Fairgrounds

Buildings/Barns Available for 4-H Use:

- 1) **Sept. 2 through June 14** - Benoschek Building (4-H Still Life Bldg.) is available for \$5.00 per hour
- 2) **June 15 through Sept. 1** - Buildings/Barns available at no charge to prepare for the County Fair. Facilities available: Benoschek, Barns, and Horse Arena.
- 3) **Other facilities available to rent year round at the full rental price:** Sokolik Building (Open Class Hobbies and Crafts), Heritage Hall, and Thurston Expo Center.

Fundraising Event or Charging Fees:

4-H activities that collect or raise money will be required to pay a rental fee and/or contribute in-kind service hours to the fairgrounds as determined by the Fair Office. Building/barn facility use will be priced based on each unique situation. The Fair Manager will determine if there will be a fee charged for facility use and/or if in-kind service hours to the fairgrounds will be required. When determining rental fees, the Fair Manager will take into account any fundraising that is conducted to support the Thurston County Fair Event. Funds raised to support the Thurston County Fair must be kept in a bank account approved by the 4-H Office or in the 4-H Council Account as a separate line item to receive 4-H rental rates and privileges.

If you have questions regarding fairgrounds rental rates, please contact the Fair Office at **(360) 786-5453**.

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4-H Activity Details:

Name of Activity/Event if Applicable: _____

Barn/Building/Arena Requested: _____

Type of Activity: _____

Proposed Date and Time of Activity: _____

Activity is open to (*please check one*):

- Single 4-H Club Multiple 4-H Clubs/Members from more than one 4-H Club by Invitation
 County-Wide 4-H Project (all project participants) County-Wide 4-H Program (all 4-H members)
 Other: _____ NOTE: **Activities open to others besides club members, must be advertised in the 4-H newsletter or listserv. The 4-H Office must be notified 4 weeks in advance.**

Who will Attend the Activity (*check all that apply*):

- 4-H Members Age Divisions (*please circle*): Primary Junior Intermediate Senior
 4-H Adult Volunteers 4-H Parents/Guardians
 General Public Youth General Public Adults
 Other: _____

Is this Event a 4-H Fundraiser or will any fee (i.e. registration or supply fee) be collected? *Please Note: Any funds raised at the activity must benefit the 4-H program rather than an individual to be considered an official 4-H activity.*

- No
 Yes If yes, please explain _____

Contact Person: _____

Contact Person's Daytime Telephone: _____ Alternative Telephone: _____

E-mail address: _____

I HEREBY CERTIFY THAT THE ACTIVITY LISTED ABOVE IS AN OFFICAL 4-H ACTIVITY THAT WILL FOLLOW 4-H POLICY.

Contact Person Print Name

Signature

Date

4-H Office Use Only

APPROVAL FROM THE THURSTON COUNTY 4-H OFFICE AS SIGNED BY:

Name

Signature

Date