

# LATAH COUNTY FAIRGROUNDS

## Building Use Guidelines

We suggest that new users make arrangements for a walk through of the facility, so that you can determine the specific needs for your function and become familiar with the building (lights, heat/cool, janitorial, security, etc.). A key may be checked out if needed. The office hours are 9am to 1pm Monday thru Friday.

### BUILDING RENT

You will receive an invoice for renting the Fair Facilities. The invoice must be paid before you will be allowed to set up for your event.

### ALCOHOL POLICY

If alcohol is served at your event, it must be catered by a vendor with an alcohol license. This vendor must get a permit from the city prior to serving. Many bars and restaurants are familiar with this process.

### DECORATING

To keep the facilities in good repair, we ask that decorations or alterations you want to make to the facility for your event, be approved by the Fair Manager. Please do NOT use nails, staples or tacks on the walls. Never use duct, scotch, or packaging tape. Blue painter's tape may be used, but must be carefully removed directly after your event.

### SET UP AND TAKE DOWN

You are responsible for set up and take down of tables, chairs, decorations, etc. for your event. Please rack same items together, such as 6ft tables on one rack and 8ft tables on another, do not mix them.

### AFTER YOUR EVENT

Please put away all items you have used for your event, sweep floors and mop any spills. Tie and remove all garbage bags and place new bags in garbage cans. Place the used bags in the dumpster at the south end of the exhibit building. If you have used the kitchen, clean the counter, sink, stove, and refrigerator. Do not leave food in the refrigerator. Turn off lights and lock doors unless there is another event still in progress in the same building. Return the key to the Fair Office.

### DAMAGES

You will be responsible for any damage to the facilities or equipment, lost keys, and clean up.

THANK YOU, AND HAVE A GREAT TIME!