

**Cornell Cooperative Extension of Tompkins County
AGREEMENT TO USE 4-H ACRES EDUCATIONAL FACILITY**

Name of Organization/Group _____ Date _____
 Contact Person _____ Phone _____ Cell _____
 Mailing Address _____ City _____ State _____ Zip _____
 Email address _____
 Detailed description of event _____

*Date(s) facility will be used from _____ to _____

Time (including set-up and take-down time) _____ to _____

**Will there be vendors at your event: Yes No

RATES (payable in advance):

GENERAL GROUPS:

1. \$100.00 per day or portion and/or night for use of Kiwanis Hall, including front kitchen; \$125.00 winter rate from October 1 to May 31
2. \$50.00 per day or portion for use of Rotary Horse Ring, Horse Barn or Pole Barn
3. \$50.00 per day for use of Bowker Hall restroom facilities including showers (June - September)
4. \$30.00 per day for use of the barbecue pit.

RECREATIONAL VEHICLE/CAMPING GROUPS: \$10.00 per night per vehicle, \$5.00 per night per tent.

INSURANCE LIABILITY REQUIREMENT (please fully read this section)

The USER shall defend, indemnify and hold harmless the EXTENSION, its officers, directors, employees, volunteers, and agents from any and all claims, demands, liability or other proceedings for any actual or alleged injury to persons, including death, or damage to property arising out of USER's use and/or occupancy of the premises.

The USER shall provide a Certificate of Insurance at least ten (10) business days prior to said use showing evidence of the following minimum limits of insurance or as required by law, whichever is greater. **Cornell Cooperative Extension of Tompkins County** shall be shown as certificate holder and **"additional insured"** under the General Liability. Failure to provide the Certificates as required shall void this agreement. **A copy of the Certificate must also be sent at the same time to P. W. Wood & Son, Inc. Fax number 607 266-9663**

- Commercial General Liability, including contractual, with a minimum combined single limit per occurrence of \$1,000,000. **If youths overnight are involved** CGL insurance **must include Sexual Abuse & Molestation coverage**
- Workers' Compensation statutory.
- Business Auto if vehicles will be used in the program.
- If the USER is going to use any outside vendor the above insurance requirements must also be met by the Vendor.**
- Host Liquor Liability (if alcohol will be served) see the Guidelines Regarding the Consumption of Alcohol, on next page. If Vendor is in the business of selling alcoholic beverages proof of **Liquor Legal Liability Insurance.**

Use of the facility **REQUIRES A DEPOSIT OF \$100.00 TO COVER ANY EXTRA CLEAN-UP OR REPAIR.** Deposit will not be returned until Acres Caretaker and Extension Educator have checked the condition of the facility after rental has taken place. The \$100 deposit may be used towards the overall rental fee if desired.

***If items are stored and/or garbage is left passed schedule time, there will be a per day charge added.**

Return one (1) completed copy of this form with deposit and certificate of insurance to:

4-H Youth Development Office Cornell Cooperative Extension of Tompkins County	Pick up key at 4-H office (refundable \$10.00 deposit required)
615 Willow Avenue	Date issued _____
Ithaca, NY 14850	Key #: _____

4-H Acres Use Expectations

Tompkins County 4-H Youth Development Program appreciates your utilizing the 4-H Acres Educational Facility for your event or activity. It has always been our policy to expect that groups using the facility would have basic consideration for others in assuring that the facility is left clean and in good order. Without a maintenance person on site, and with less than daily opportunities for cleaning, it will be more important than ever for those using the facility to adhere to the rules and policies listed below.

- ***Each area of the facility has check-lists for users to complete. Please complete each of these for all sections used.***
- All persons connected with the organized program must stay on 4-H Acres property.
- Group leaders are expected to maintain responsible behavior of the group and program.
- Indoor and outdoor areas are to be kept clean. Sweep floors and wipe tables and counters after each use.
- 4-H Acres is a “carry-in/carry-out” facility, meaning there is no garbage disposal or recycling on site. Take all garbage and recycling with you for disposal elsewhere. There is a compost site behind Kiwanis Hall for use by registered groups. This is only for plant material – no meat, eggs, or garbage.
- All lights are to be turned off and doors and windows locked before leaving the 4-H Acres.
- Furnace thermostat is to be turned to 55°, double glass doors and door to the back office are to be closed when you leave and restroom doors in Kiwanis Hall should be left open.
- First aid kits and fire extinguishers are located in each building of the Acres. Please report any supplies you deplete, shortages of supplies, or concerns to the 4-H office.
- Pet owners are entirely responsible for controlling their animals and for cleaning up after them. Pet messes will not be tolerated.
- There is to be no alcohol served in connection with any Cooperative Extension or 4-H event. Organizations not affiliated with Cooperative Extension or 4-H that are interested in serving alcohol must contact the 4-H office in advance.
- NO BALL PLAYING allowed inside of the building.
- Lift tables and chairs to move them. Do not drag on the floor.
- The fire ring must be cleaned BEFORE each use.
- Repeated abuse of the facility in reference to these rules may result in loss of privileges for using it.
- Complete the “walk through” check list (located near the light switches in Kiwanis Hall); leave in plastic tray labeled “completed forms.”
- Any questions or concerns should be reported to the 4-H office at 272-2292.
- **Anti-noise rules:** 4-H Acres is in close proximity to residential areas. User must advise CCETC if music is part of the program in any form. ***User must secure permit from Town of Dryden and provide a copy to CCETC. No loud music and no music or broadcasting after 10:00 PM.***

While we try to provide you with a safe and accessible place to hold your event, please be mindful of the basic rules and policies regarding the use and treatment of the 4-H Acres buildings and grounds as stated in your rental agreement.

Once again, we appreciate your use of this Educational Facility, and look forward to a continued successful working relationship.

Signed _____ Date _____

GUIDELINES REGARDING
THE CONSUMPTION OF ALCOHOL
ON THE PREMISES AT 4-H ACRES

There is to be no alcohol served in connection with any Cooperative Extension/4-H Youth Development related event. Other groups renting the facility, not connected with Extension/4-H may choose to serve alcohol only if they meet the following guidelines:

If a vendor or group will be selling or dispensing alcoholic beverages, a Certificate of Insurance should be furnished by the outside organization/ group show that the **vendor has Liquor Law Liability insurance in the minimum of \$100,000.00.**

Signed _____

Date _____