

4-H Usage of Fairgrounds Facilities

Person Requesting Facilities: _____ Contact phone#: _____

Name of 4-H Project/Committee/Club: _____

Anticipated # of people attending: _____

Dates and Time:

(Saturday/Sundays – please plan for events to be done by 4pm)

<i>Date</i>	<i>Building/Facility</i>	<i>Time in building \$10/hour fee</i>	<i>Details of Activity or equipment needed</i>

Submit this form to the 4-H office

Please remember the following when using fairgrounds facilities:

- Clean up after your event. (sweep the floor, trash picked up, etc)
- Shut off lights and make sure doors are secured
- Requests need to be submitted to the Extension office (gallatin@montana.edu) by the **2nd week of the month PRIOR to your meeting or event**. If you do not submit by the deadline, the Fairgrounds will not make exceptions. Changes to dates also need to be made before 30 days.
- If the fairgrounds has a paid event come up on the same date/time of a 4-H event, you will be notified, if your location needs to be changed or cancelled.
- There is a \$10 per hour use fee. You will be charged the \$10 per hour rate if you cancel your event 24 hours or less with the exception to weather.
- **CALL THE FAIRGROUNDS DIRECTLY TO CANCEL** if time is short (less than 72 hours) 406-582-3270 or 406-580-2398 (On call phone) and then email gallatin@montana.edu to let the office know so we can keep track of rental fees.

