

4-H Foodstand Rental Regulations
Non-Extension Related Groups
For Profit

The 4-H Foodstand Committee and 4-H Council is responsible for the upkeep of the 4-H Foodstand. They make improvements, pay bills for the 4-H Foodstand and are responsible for the leasing of the facility. The leasing will be handled through the Extension Office.

General Guidelines

1. **A walk-through inspection will be conducted at the beginning and end of the lease.** The deposit of \$500 for the use of the building and \$500 for the use of the kitchen will be refunded if the 4-H Foodstand is left in clean condition, including scrubbing of floors and cleaning of appliances. If the grill is used, it must be left thoroughly cleaned and coated to prevent rusting, as per posted instructions. If the fryers are used, they must be drained, boiled out and cleaned per posted instructions. The deposit will be returned after inspection and if all equipment is in working order.
2. Any damage to the building or appliances caused by the lessee will be charged to the lessee.
3. The 4-H Foodstand keys are to be returned to the Cowley County Extension Office in the courthouse by 5:00 pm on the next working day after the lease period expires.
4. Extension groups will have scheduling priorities.
5. An additional fee will be charged for actual cost of utilities for extended usage periods of more than 1 day.

Leasing Conditions

1. Lease of the 4-H Foodstand is \$150 per day plus utilities.
2. Utility fee will be a minimum of \$25.
3. A check for the deposit and rent must be in the Extension Office possession before lessee will receive 4-H Foodstand keys.
4. Rental fees will be charged to groups or individuals wishing to use the 4-H Foodstand building for personal or business profit.

Groups or individuals wishing to use the 4-H Foodstand are required to fill in the following information and return to the Cowley County 4-H Council, PO Box 538, Winfield, KS. 67156

_____ (Name of Organization) _____ (Phone Number)

_____ (Name and Address of Contact Person)

_____ (Dates of 4-H Foodstand Use)

Check the condition of your lease.

Will you be using the grill? _____(Yes) _____(No)

Will you be using the fryers? _____(Yes) _____(No)

Utilities reading (both meters) Beginning Gas _____ Electric _____

Ending Gas _____ Electric _____

FOR OFFICE USE ONLY

Rental Amount \$ _____ per day Date(s) of Rental _____