

4-H Foodstand Rental Regulations
Non-Profit Groups

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.** A security deposit is not required from Non-Profit Groups. However, the leasee will be responsible for any damages to the equipment and/or building. It is expected that the 4-H Foodstand is left in clean condition, including scrubbing of floors and cleaning of appliances.
2. 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.
3. Extension groups will have scheduling priorities.
4. 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 \$50 per day.
2. Utility fee will be a minimum of \$25.
3. A check for the rent must be in the Extension Office possession before leasee will receive 4-H Foodstand keys.

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 of Rental _____