

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: July 26, 2022
FROM: Parks and Expo Director
RE: Winnebago County 4H Sunnyview Exposition Center Policy Statement

General Description: The Parks Department has been working with the Winnebago County 4H program and UW-Extension to update the Sunnyview Exposition Center Policy Statement.

Requested Action:

Direction needs to be provided to staff in regards to the policy and the fee that 4H will be assessed for the use of the Sunnyview Exposition Center.

Background:

In January of 2009, the Parks and Recreation Committee approved an updated policy statement between the Parks Department and the Winnebago County 4H program. This policy defines the booking policies, types of events, and the cost of the events that the 4H program hosts at the Sunnyview Exposition Center. Parks Department staff have been reviewing this policy and we feel that it needs further clarification and an update. Some of the programs listed are no longer offer by the Winnebago County 4H program. Also, the fee for the 4H program's May horse project is not defined in this agreement.

Justification:

A policy statement between the Parks Department and Winnebago County 4H is a good practice to maintain to ensure that both parties understand the booking policy and any associated fees.

Attachments:

- Winnebago County 4H Sunnyview Exposition Center Draft Policy Statement

Sunnyview Exposition Center Policy Statement

Winnebago County 4H Reservations

The Winnebago County 4-H Program has been granted use of the Sunnyview Exposition Center at no cost and discounted rates for specific events. The Winnebago County Parks Department, UW-Extension and appropriate 4-H Committee will coordinate contracts for these events. Policies governing this use are outlined below.

All events/usage:

1. All no charge reservations related to the Expo Building are subject to change if a paying client wishes to rent the building. Change notification will take place at least 30 days prior to the scheduled 4H event.
2. All Winnebago County 4H events not covered in this agreement will be charged using the Sunnyview Exposition Center Rental Fees Schedule and are allowed a 25% discount. All events are scheduled on a first come first served basis with a \$100.00 nonrefundable Calendar Deposit to reserve the date.
3. All events must be scheduled with the Expo Manager and keys must be picked up at the Expo Manager's office prior to the event via appointment. Other key pick-up options may be available upon consent of the Expo Manager or Parks Director.
4. Equipment within the Expo Building, including the P.A. system, is available upon request if not currently rented by a paying customer and must be checked out from the Expo Manager.
5. All 4H events must thoroughly clean up after themselves and leave the building as they found it. Minimal Parks Department staff resources will be provided. If clean up charges or damages are incurred a fine will be levied to the 4H Leaders Association. Dumpster rental and tipping charge will apply for 8-yard dumpsters that are used for garbage. There is no charge for recycling dumpster rental or tipping.
6. All livestock events will be charged for animal refuse dumpster rental and tipping fees when using any of the barns and/or manure pit areas.
7. Damages to the property will be charged if necessary to the Winnebago County 4H Program
8. All other regulations regarding use of the building apply, including recycling ordinances.

Pizza Making:

1. The Winnebago County 4H Pizza Making may reserve one Friday and Saturday during the months of March/April and November in the Center Hall and Kitchen with the addition of the West Wing if it is available. These reservation dates include tables, chairs, hall and kitchen rental and utilities at no charge. Dumpster rental and tipping charge will apply for 8-yard dumpsters that are used for garbage. There is no charge for recycling dumpster rental or tipping. When necessary, Expo staff will plow access to all 4H garage doors as well as remove snow near east door of garage the Thursday prior to the event.

~~Goat Project:~~

- ~~1. The Winnebago County 4H Goat project may use Barn A+ for a Goat Fun Day on a Saturday between the months of May and August when available as per the Expo Event Calendar. This rental includes Barn A+, utilities, and use of one restroom at no charge. Dumpster rental and tipping fee applies for animal refuse and garbage dumpsters used.~~

~~Meat Animal Project:~~

- ~~1. The Winnebago County 4H Meat Animal Project may schedule 2 events in Barn A+ during the months of February and April or May on a Saturday. This reservation date includes use of Barn A+ and utilities at no charge. Expo staff will plow access to Barn A+ and the 4H garage on the Wednesday prior to event if necessary.~~

~~Dog Project:~~

- ~~1. The 4H Dog Project may reserve one Sunday during the month of April in the West Wing for Fun Day. This reservation date includes tables, chairs, hall rental, and utilities at no charge.~~
 - ~~2. The 4H Dog Project may use either Barn E or Barn A one weekday evening per week during the months of May through August, at no charge. These dates are subject to availability and may be rescheduled in the event of a paying customer wishing to rent the facilities.~~
- ~~The 4H Dog Project Agility Classes may be held one weekday evening per week from August until grounds closing in Barn E or Barn A, depending on availability, or elsewhere outside on the grounds at no charge. This reservation date includes either Barn A or E and one restroom facility.~~

Other Educational Events:

1. The Winnebago County 4H Program can utilize the Sunnyview Exposition Grounds at any time during a calendar year for the purposes of hosting an educational event.
2. Event days and times shall be discussed and scheduled with the Expo Manager to ensure that there is facility availability and to avoid other paid events. Paid events will take priority.

Horse Project:

1. The 4H Horse Project Tack Sale may reserve a Saturday and Sunday during the month of March in the South Wing, including the Center Hall and kitchen if available. This reservation date includes tables, chairs, hall rental, and utilities at no charge. Dumpster rental and tipping charge will apply for 8-yard dumpsters used for garbage. There is no charge for recycling dumpster rental or tipping. Expo staff will plow all access doors to 4H garage prior to event if necessary.
2. The Winnebago County 4H Horse Advisory Group may use the premises at no charge for 2 scheduled shows (4 days total), all other shows scheduled will be charged at the reduced rental rate. The reduced rental rate shall be \$585.60. This rental rate will increase yearly utilizing the consumer price index. The yearly utility rate and dumpster fees will also be charged.
3. No Charge Shows Include:
 - i) The 3rd Saturday and Sunday in May
 - ii) the 4th Saturday and Sunday in July
4. Reduced Charged Show(s) Include:
 - i) The 4th Saturday and Sunday in September

These dates are subject to cancellation if a paying client wishes to rent the facility. Cancellation notification will be given at least 30 days prior to the scheduled event.
5. The dates included in section 3 and 4 include the rental of the following.
 - Covered Arena, the Covered Arena Registration and Support rooms, Covered Arena announcer's stand, the Outdoor Arena, the toilet shower building, the food court, Barns C & D and utilities.
 - The use of the water wagon and drag are included.
 - Campers for these shows will use Parking Lot #2 and #4.
6. The 4H Horse Advisory Group Agrees to the following rules.
 - All other rules and regulations regarding use of the facilities apply including recycling ordinances.
 - Stalls must be raked to the gravel floor upon completion of the event.

- All garbage must be emptied into separate 8-yard dumpsters with animal refuse deposited in the manure pit for loading into separate 30-yard dumpsters provided by the Parks Department and post-billed to the Winnebago County 4H Horse and Pony Project. Dumpster rental and tipping charges will apply for 8-yard dumpsters used for garbage. There is no charge for recycling dumpster rental or tipping fees.
 - The facilities is to be left in the same condition of cleanliness as they were found at the start of the event.
7. The Winnebago County 4H Horse Advisory Group may schedule Clinics in the Covered Arena 2 weekday evenings per month during the months of May through August at no charge. This reservation includes the Covered Arena, Covered Arena Support and Registration rooms, the Announcer Stand, the PA System and utilities. This use is subject to availability and the schedule of other paid events. The Winnebago County 4H Horse Advisory Group will coordinate these days and times with the Expo Manager.

April 2006 revised November 2008

Approved by Committee 01/5/09

Revised and Approved by Parks and Recreation Committee 8/22/2022

Approved by Finance Committee 9/1/2022

Approved by County Board 9/20/2022