

## Fairgrounds Conference Room Located in the Agriculture Building

**Entire Facility Area:** 800 SF  
**Meeting Room Space for groups of up to 40 people**

### **Conference Room Rental Includes:**

- Restrooms
- Tables and chairs to seat approximately 40 people
- Projector screen

### **Agricultural Building Cleaning Procedures:**

Cleaning Supplies is located in the hall between the restrooms



- Make sure all thermostats are set to 50 degrees before leaving.
- Chairs should be stacked 7 chairs high and placed back as shown in the photos.
- Chairs should be placed back against east wall as shown in photos.
- Remove all decorations from walls, ceilings and floors.
- Vacuum the carpet.
- Empty trash can and place bags in provided dumpsters. Replace liners.
- Remember to verify that all doors to the conference room have been locked and put key ring back into the lock box.
- Any damage to the facility or equipment should be reported to Fairgrounds Management immediately.
- Failure to complete any of the above will result in forfeiture of security deposit and possibly deny you use of the facility in the future.

### **Decorations:**

- Event holder may not alter the building in any permanent manner for decorating purposes.

### **Restrictions:**

- Smoking is not permitted in this building.

