



Updated: 05/08/2020

**NOTE: This is a  
Teleconference**

**Agriculture & Extension Education Committee**

Wednesday, May 13, 2020 – 7:00 p.m.

CALL: 1-312-626-6799

MEETING ID: 850 8630 7232

Join Zoom Meeting

<https://us02web.zoom.us/j/85086307232>

Meeting ID: 850 8630 7232

One tap mobile

+13126266799,,85086307232# US (Chicago)

+19292056099,,85086307232# US (New York)

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes from April 8, 2020
4. Citizen Participation, Communication and Announcements

**UW-Extension:**

5. Review of Extension Bills
6. Extension Program Update
  - a.) FoodWise

**Fairgrounds:**

7. Review of Fairgrounds Maintenance Bills and Contracts
8. Fairgrounds
  - a.) Policy: Fairgrounds Rental at No Charge – Discussion & Possible Action
  - b.) Policy: Storage of Group Items/Trailers/Equipment on the Grounds –Discussion & Possible Action
  - c.) Grandstand: New, New Bleachers or Rental Bleachers – Discussion & Possible Action
9. Fair Board Report
10. Comments from the Committee
11. Adjourn

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Agriculture & Education Committee  
UW-Madison Division of Extension  
Mail: 51 S. Main Street  
Office: 3506 N. Hwy 51 Bldg A  
Janesville, WI 53545  
Phone: (608) 757-5066  
Fax: (608) 757-5055



Agriculture & Extension Education Committee  
**Wednesday, April 8, 2020**  
UW Extension  
Teleconference

Unapproved Minutes

Committee Members Present:

Chair Bostwick, Supervisor Sweeney, Supervisor Davis, Supervisor Aegerter,  
Supervisor Lokrantz

Committee Members Absent:

None

Staff Members Present:

Chrissy Wen, Nick Baker, Tara Hanley, Dave Froeber, Brent Sutherland, Shilo Titus,  
Dara Mosley

Others Present:

None

1. Call to Order: Chair Bostwick called the meeting to order at 7:00 p.m.
2. Adoption of Agenda: Supervisor Davis moved approval of the agenda for April 8, 2020 second by Supervisor Lokrantz. ADOPTED
3. Approval of Minutes from March 11, 2020: Supervisor Aegerter moved to approve March, 2020 minutes, second by Chair Bostwick. ADOPTED.
4. Citizen Participation, Communication and Announcements  
None

**Extension:**

5. Review of Payments  
Reviewed

6. Extension Program Update

Ms. Wen updated the committee on how the Extension office has been transitioning to teleworking and amending programming to accommodate social distancing.

Discussion ensued regarding the Health and Well-being Educator vacancy. Importance was stressed on hiring an individual as soon as possible.

a.) Agriculture

Mr. Baker provided the committee with a programming update. In recent months he has attended approximately 12 meetings to provide Farm Bill education to farmers in the area.

Mr. Baker stated the Dean has granted permission to all of last year's researchers to again conduct research at the County Farm in the midst of the COVID-19 pandemic. Social distancing and safety precautions will be followed. Soy beans and winter wheat is returning to the farm after being absent for five years. There will also be an industrial hemp plot.

Mr. Baker has also been working with farmers on farm continuation planning. Supervisor Sweeney noted the importance of that programming for farmers. Mr. Baker stated that farm specific information that is produced as a result of this planning is kept by farmers and is not retained by the University.

**Fairgrounds:**

7. Review of Fairgrounds Maintenance Bills and Contracts  
Reviewed

8. Fairgrounds

a.) Policy: Fairgrounds Rental at No Charge – Discussion & Possible Action  
Discussion ensued regarding background of no charge fairgrounds rental. Agenda item will be carried over to next committee meeting.

b.) Policy: Storage of Group Items/Trailers/Equipment on the Grounds – Discussion & Possible Action  
Discussion ensued and agenda item will be carried over to next committee meeting.

c.) Grandstands: New, New Bleachers or Rental Bleachers – Discussion & Possible Actions  
Mr. Sutherland provided the committee with three possible options for replacing the grandstand located at the Fairgrounds (i.e.: rental bleachers, permanent aluminum bleachers, or new grandstand). Supervisor Bostwick suggested reaching out to the Fair Board for discussion prior to moving forward. Agenda item will be carried over to next committee meeting.

9. Fair Board Report  
No report

10. Comments from the Committee

Supervisor Aegerter announced the Janesville Farmer's Market would be beginning Saturdays in May. Booths will be farmers only.

11. Adjournment

Supervisor Lokrantz moved to adjourn at 8:06 p.m., second by Supervisor Bostwick. ADOPTED

Tara Hanley  
Rock County UW Extension Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**

**EXTENSION BILLS**

**Rock County - Production**  
**Transaction Details**  
 4/1/2020 - 4/30/2020

Account Number		Org Key Title			Object Desc.				Net
5656000000-63100		UW-Extension			Office Supplies & Misc Expense				
Date	Reference	Sb	Job No.	PO Num	Check Dt	Description	Debit	Credit	Amount
04/15/20	56-0420-0023	OH	2036442	P2000667	04/16/20	US BANK STAPLES OFF SUPP AND H	274.05	0.00	274.05
04/15/20	56-0420-4691	OH	2036442	P2000667	04/16/20	US BANK CYD PROGRAM SUPPLIES	32.39	0.00	306.44
<b>Object 63100 Total:</b>					<b>Object Total:</b>		<b>306.44</b>	<b>0.00</b>	<b>306.44</b>

Account Number		Org Key Title			Object Desc.				Net
5656000000-63300		UW-Extension			Travel				
Date	Reference	Sb	Job No.	PO Num	Check Dt	Description	Debit	Credit	Amount
04/03/20	56-033120	OH	2032672		04/09/20	CONWAY,ERIN F CONWAY MARCH TRA	90.85	0.00	90.85
04/15/20	56-013120	OH	2036442		04/16/20	BAKER,NICK BAKER JAN TRAVEL RE	340.40	0.00	431.25
04/15/20	56-022920	OH	2036442		04/16/20	BAKER,NICK BAKER FEB TRAVEL RE	50.60	0.00	481.85
<b>Object 63300 Total:</b>					<b>Object Total:</b>		<b>481.85</b>	<b>0.00</b>	<b>481.85</b>

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
56-5600-0000-63100	Office&Misc Exp	P2000667	03/26/2020	US BANK	STAPLES OFF SUPPLY AND WATER	50.89
56-5600-0000-63300	Travel		03/26/2020	VANDER VEEN,LAURA B	VANDER VEEN FEBRUARY TRAVEL	135.50
			03/26/2020	CONWAY,ERIN F	CONWAY FEBRUARY TRAVEL	193.20
<b>UW-Extension PROG TOTAL</b>						<b>379.59</b>
56-5605-0000-64604	Program Expense	P2000667	03/26/2020	US BANK	PAT TRAINING CATERING	431.33
<b>UW-Extension Education PROG TOTAL</b>						<b>431.33</b>

I have reviewed the preceding payments in the total amount of **\$810.92**

Date: \_\_\_\_\_

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF APRIL 0326




Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
56-5600-0000-63100	Office&Misc Exp	P2000667	04/16/2020	US BANK	CYD PROGRAM SUPPLIES	306.44
56-5600-0000-63300	Travel		04/16/2020	BAKER,NICK	BAKER FEB TRAVEL REIMBURSEMENT	391.00
			04/09/2020	CONWAY,ERIN F	CONWAY MARCH TRAVEL REIMBURS	90.85
56-5600-0000-64200	Training		04/16/2020	BAKER,NICK	TRAINING REGISTRATION	10.00
<b>UW-Extension PROG TOTAL</b>						<b>798.29</b>

I have reviewed the preceding payments in the total amount of **\$798.29**

Date: \_\_\_\_\_  
Dept Head \_\_\_\_\_  
Committee Chair \_\_\_\_\_

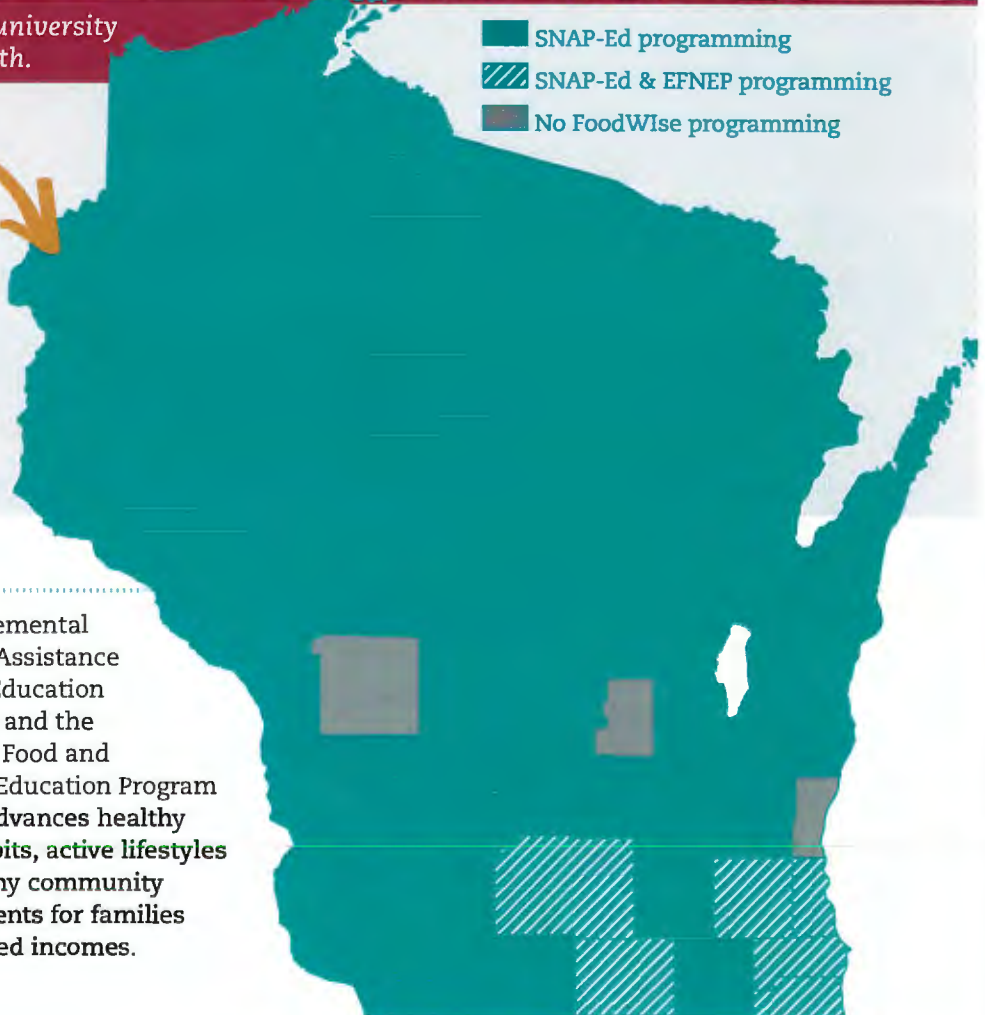
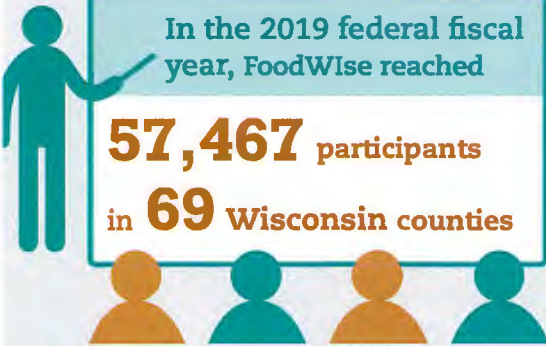


FoodWise builds community, leverages university resources and supports community health.

-  SNAP-Ed programming
-  SNAP-Ed & EFNEP programming
-  No FoodWise programming

In the 2019 federal fiscal year, FoodWise reached

**57,467** participants  
in **69** Wisconsin counties



**ABOUT FOODWISE**

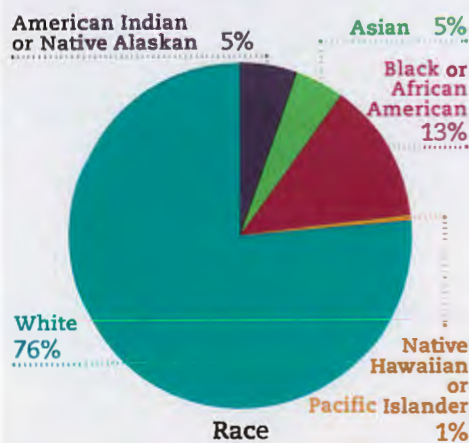
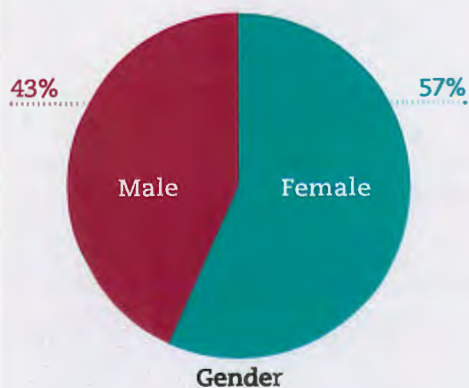
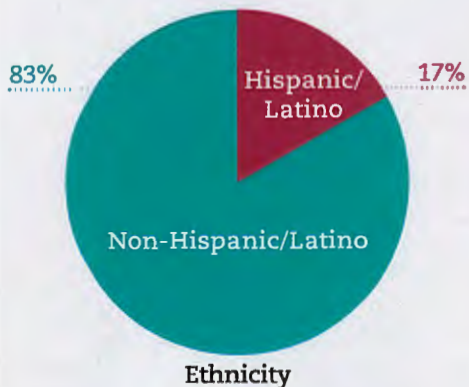
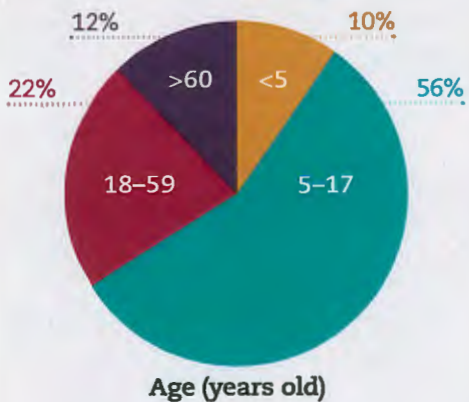
Making healthy choices on a limited budget isn't always easy. The University of Wisconsin-Madison Division of Extension's FoodWise program works in partnership with local, regional and statewide partners to transform the health of Wisconsin communities. FoodWise, with federal funding from

the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP), advances healthy eating habits, active lifestyles and healthy community environments for families with limited incomes.



## OUR AUDIENCE

### 2019 SNAP-Ed



## THE CHALLENGE

Individuals and families with limited incomes are at greater risk for food insecurity and obesity due to increased exposure to environmental influences and social circumstances that make it more difficult to choose

healthy foods and an active lifestyle, such as lack of access to healthy grocers, transportation, childcare, and employment flexibility; exposure to chronic stress; and higher cost of healthy foods.



## WHAT WE DO

FoodWise uses a combination of evidence-based strategies designed to promote changes for individuals, communities and environments to help make the healthy choice the easy choice. We:

- Introduce children to new fruits and vegetables and teach them why they are important
- Teach parents how to buy, plan and prepare healthy meals
- Engage families with limited resources in support of healthful diets and becoming more food secure
- Support communities in making the healthy choices where people live, learn, work, play and worship

*"I have been suffering from high blood pressure, diabetes and high cholesterol and my doctor keeps telling me to change my eating habits. I am now inspired to eat better. You taught me to buy healthy seasonings that don't include salt."*

—Seniors Eating Well participant  
Dane County, WI

## OUR REACH



In the 2019 federal fiscal year, FoodWise programmed in 69 of 72 Wisconsin counties, reaching 57,467 participants.

### PROGRAM SITES

- Schools
- Community centers
- Churches
- Public housing
- Head Start and childcare centers
- Adult education and training sites
- Food pantries
- WIC clinics

## OUR APPROACHES

### Learner-centered education



**57% OF TEACHERS** report that SNAP-Ed students are eating more vegetables at school.



**31% OF SNAP-ED ADULTS** report that they are drinking sugar-sweetened beverages less frequently.



**58% OF TEACHERS** report that their students wash their hands more often following SNAP-Ed lessons.



**39% OF SNAP-ED PARTICIPANTS** report reading nutrition facts more often following FoodWise lessons.



**75% OF ADULTS** report being more physically active following an EFNEP lesson series.



**69% OF EFNEP PARTICIPANTS** improved their food resource management strategies (planning meals, comparing prices, using grocery lists).

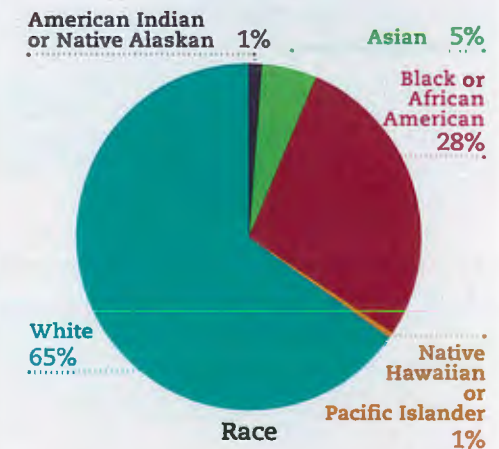
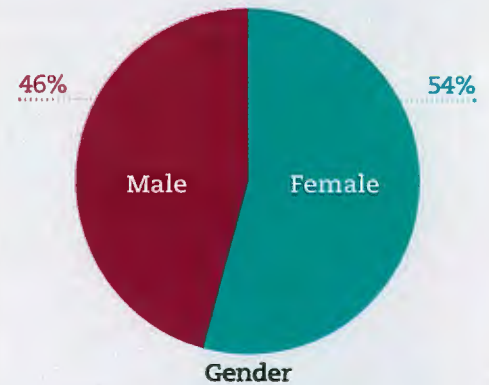
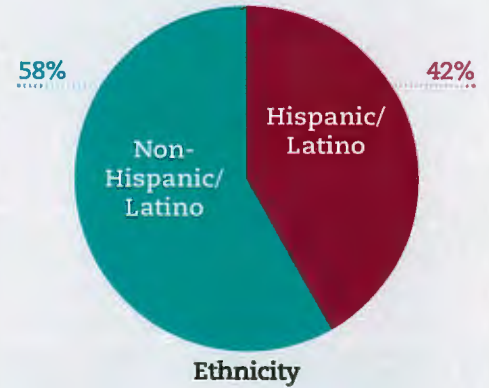
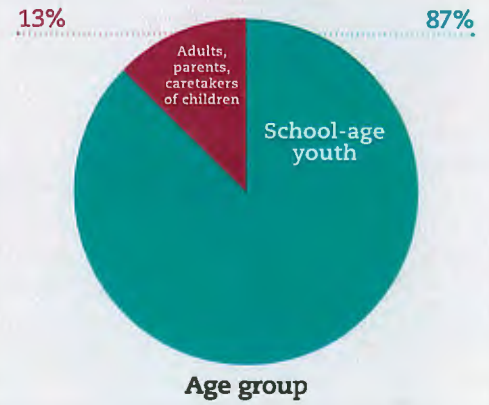
### Policy, systems, and environmental (PSE) changes—How we made the healthy choice the easy choice:

- FoodWise partnered with 108 organizations to deliver interventions that resulted in 472 documented PSE changes in settings including food pantries, schools, gardens and farmers' markets. These efforts reached 105,392 individuals.
- We established school and community gardens in 15 settings and increased garden produce donation where SNAP-eligible audiences live, eat, learn, shop and play.



## OUR AUDIENCE

### 2019 EFNEP



*"I didn't know that making a healthy snack could be so easy and yummy. I love fruit!"*

*—3<sup>rd</sup> grade participant*



- Use and accessibility of SNAP-electronic benefits transfer (EBT) increased at 16 farmers' markets.
- In one Milwaukee farmers' market that was a target of environmental changes and a farmers' market social media campaign, redemption of SNAP benefits increased by 57% in one year.
- FoodWise facilitated the implementation of policy and environmental changes at 40 food banks and pantries to increase access to safe and healthy food options.




**Social marketing: changing attitudes**


- With statewide partners and FNV, the brand for fruit and veggies, we reached 425,698 millennials (ages 18 to 34) with the FNV social marketing campaign, which promotes fruits and veggies in the same way big brands market their products.
- We reached 598,757 limited-income adults with the Farmers' Market Digital Ad Campaign, which uses social media to promote use of SNAP benefits at farmers markets.


**FOOD WISE**  
Healthy choices. healthy lives.



Extension  
UNIVERSITY OF WISCONSIN-MADISON

 [fyi.extension.wisc.edu/foodwise](http://fyi.extension.wisc.edu/foodwise)

 [foodwise@wisc.edu](mailto:foodwise@wisc.edu)

 @foodwiseUWEX

 @foodwise\_uwex

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

FoodWise education is funded by the USDA Supplemental Nutrition Assistance Program—SNAP and the Expanded Food and Nutrition Education Program—EFNEP.

# Kick the Sugar Habit

MyPlate recommends limiting added sugars to less than 10% of calories, or about 12 ½ teaspoons (50 grams) for a 2,000 calorie diet. Added sugars in foods and beverages provide extra calories but no essential nutrients. When we eat too much added sugars, it is difficult to meet nutrient needs without going over the recommended daily calorie limits. Many common foods contain added sugars.

 <p><b>Soft drink</b> 20-ounce bottle 16 teaspoons sugar</p>	 <p><b>Breakfast muffin</b> 2.5 ounces 8 teaspoons sugar</p>	 <p><b>Cookies</b> 3 small 3 teaspoons sugar</p>	 <p><b>Sweet tea</b> 30 ounces 13 teaspoons sugar</p>
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## Go, Slow, Whoa! on Beverages



- GO drinks**
  - Water
  - Low-fat or fat-free milk
- SLOW drinks**
  - 100% fruit juice
  - Flavored milk drinks
- WHOA! drinks**
  - Soda
  - Fruit punch
  - Sweet tea
  - Sports drinks
  - Energy drinks
  - Flavored and blended coffee drinks

## How much sugar?

### Important Facts on Sugar?

Use the Nutrition Facts label to determine the grams of sugar in the food. Divide grams by 4 to get the number of teaspoons of sugar in each serving.

- 4 calories per gram of sugar
- 4 grams sugar = 1 teaspoon
- 1 teaspoon sugar = 16 calories




# Rock County - Production

## Transaction Details

from 4/1/2020 to 5/8/2020

<b>Account Number</b> 1818280000-44807	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Tower Rental
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Date	Reference	Sb	Misc.	Description	Amount
04/14/2020	9999GN00155506	2020	JE	MAR TOWER RENT	-852.02
<b>Object 44807 Total:</b>					
					<b>Object Total:</b>
					-852.02
					<b>Net EN:</b>
					0.00
					<b>Object Total with EN:</b>
					-852.02

<b>Account Number</b> 1818280000-62201	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Electric
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Date	Reference	Sb	Misc.	Description	Amount
04/01/2020	4998420000-0320	2020	OH	ALLIANT ENERGY/ 02/25-03/26	279.59
04/01/2020	6930730000-0320	2020	OH	ALLIANT ENERGY/ 02/25-03/26	25.90
04/08/2020	4555800000-0320	2020	OH	ALLIANT ENERGY/ 02/25-03/26	1,563.11
05/06/2020	4998420000-0420	2020	OH	ALLIANT ENERGY/ 03/26-04/27	256.35
05/06/2020	6930730000-0420	2020	OH	ALLIANT ENERGY/ 03/26-04/27	27.63
<b>Object 62201 Total:</b>					
					<b>Object Total:</b>
					2,152.58
					<b>Net EN:</b>
					0.00
					<b>Object Total with EN:</b>
					2,152.58

<b>Account Number</b> 1818280000-62203	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Natural Gas
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Date	Reference	Sb	Misc.	Description	Amount
04/01/2020	1697650000-0320	2020	OH	ALLIANT ENERGY/ 02/25-03/26	14.22
04/08/2020	4555800000-0320	2020	OH	ALLIANT ENERGY/ 02/25-03/26	692.89
05/06/2020	1697650000-0420	2020	OH	ALLIANT ENERGY/ 03/26-04/27	15.17
<b>Object 62203 Total:</b>					
					<b>Object Total:</b>
					722.28
					<b>Net EN:</b>
					0.00
					<b>Object Total with EN:</b>
					722.28

<b>Account Number</b> 1818280000-62400	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Repair & Maintenance Services
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Date	Reference	Sb	Misc.	Description	Amount
04/03/2020	0975633031920	2020	OH	CHARTER COMMUNI MARCH FEES	107.12
04/14/2020	5772655-2766-0	2020	OH	WASTE MANAGEMEN MARCH TRASH	144.53
05/04/2020	0975633041920	2020	OH	CHARTER COMMUNI MONTHLY	124.38
<b>Object 62400 Total:</b>					
					<b>Object Total:</b>
					376.03
					<b>Net EN:</b>
					0.00
					<b>Object Total with EN:</b>
					376.03

# Rock County - Production

## Transaction Details

from 4/1/2020 to 5/8/2020

<b>Account Number</b> 1818280000-63500	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Repair & Maintenance Supplies
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Date	Reference	Sb	Misc.	Description	Amount
04/14/2020	4911000514298	2020	OH	HOME DEPOT/GECF REPAIR & MAINT	98.11
04/14/2020	59429	2020	OH	MENARDS REPAIR & MAINT	12.92
04/14/2020	INV7438580	2020	OH	ZORO TOOLS INC SPRAY BOTTLES	41.68
04/21/2020	P25940357	2020	OH	BATTERIES PLUS BULB - BATTERY	48.94
04/30/2020	49110005189113	2020	OH	HOME DEPOT/GECF REPAIR & MAINT	86.30

**Object 63500 Total:**

**Object Total:** 287.95

Net EN: 0.00

**Object Total with EN:** 287.95

<b>Account Number</b> 1818280000-67200	<b>Org Key Title</b> Fairgrounds	<b>Object Desc.</b> Capital Improvements
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Date	Reference	Sb	Misc.	Description	Amount
04/27/2020	33338-01	2019	OH	RH BATTERMAN AN SITE MASTER PL	6,750.00

**Object 67200 Total:**

**Object Total:** 6,750.00

Net EN: 0.00

**Object Total with EN:** 6,750.00

**Org Key 1818280000 Total:**

**Total DR Transactions:** 10,288.84

**Total CR Transactions:** 852.02

**Net (DR - CR):** 9,436.82

**Total Key EN:** 0.00

## ROCK COUNTY FAIRGROUNDS FACILITIES, DEPOSITS, FEES PROCEDURES AND RULES

### INTRODUCTION

The Rock County Fairgrounds is located at 1301 Craig Avenue, Janesville, Wisconsin. The 18.5 acre fairgrounds is owned by the County of Rock. The Rock County Agriculture & Extension Education Committee is the governing county committee responsible for the control and management of the fairgrounds and facilities. The Fairgrounds Manager is the authorized representative of the Agriculture & Extension Education Committee and is responsible for the day to day administration and operation of the fairgrounds.

The Rock County Fairgrounds is open year-round and is home of the Rock County 4-H Fair held during July. The Rock County 4-H Fair Association has full use of the fairgrounds each year from July 1<sup>st</sup> through the first full week in August. In addition, the Blackhawk Building serves as home of the Blackhawk Curling Club from September 15<sup>th</sup> to April 15<sup>th</sup> each year. The Craig Center building is heated and available for rent/use year-round except for the period when the grounds are under the control of the Rock County 4-H Fair Association. The Fairgrounds can be rented for a multitude of events including fundraisers, craft and art fairs, livestock shows and sales, wedding receptions, car shows, educational meetings, 4-H/FFA events among others.

- A. **Reservations** for use of the facilities will be made through the Fairgrounds Manager who can be reached at 608-921-9981. Reservations are made on a first-come, first-serve basis and approved by the Agriculture & Extension Education Committee. The County reserves the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facilities or deemed not an appropriate use of the facilities.
- B. **Contract Agreement** between Rock County and the party renting the fairgrounds facilities is processed upon approval by the Agriculture & Extension Education Committee. Contract Agreements are typically processed 60-90 days in advance of the event. Signed contract along with appropriate fees/deposits must be returned within 10 days to the Rock County UW Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545. Contracts not returned within the specified timeframe may result in the loss of the reserved event date.
- C. **Cancellation** of reservations are required 30 days in advance of event date in order to receive a full refund of rental fee. Cancellation of less than 30 days prior to event will result in forfeiture of 50% of the rental fee unless the event is booked within 30 days of event.
- D. **Deposits & Fees** – These amounts are subject to change as utility and maintenance cost increase.

- a) Refundable Deposit: A refundable clean-up deposit of \$50 will be required for use of the Craig Center. Use of the entire fairgrounds facility, livestock barns or grandstand area will require a refundable deposit not to exceed \$500. The Fair Manager or maintenance staff will inspect facilities after each use and upon approval, the deposit will be returned. Clean-up not performed per the Clean-up Check sheet (attachment 1) will result in forfeiture of deposit.
- b) Refundable Key Deposit: A \$100 key deposit is require prior to obtaining keys to the fairgrounds and buildings. Deposit shall be a separate check made payable to the County of Rock. Failure to return key(s) within 24 hours of event or left locked in the designated building will result in forfeiture of key deposit. Keys will be available for pickup from the fair maintenance staff the week of the event.

Rental Fees: The following rental fees are in effect for 2015:

For Profit Events/Organizations

Monday – Thursday: \$385/day

Friday – Sunday: \$420/day

Non Profit Event/Organizations

Monday – Thursday: \$290/day

Friday – Sunday: \$305/day

- c) An additional \$70/day heat surcharge will be assessed for use of the Craig Center from November 1<sup>st</sup> through April 1<sup>st</sup>.
- d) Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the Fairgrounds Manager.
- e) Clean-up/Damage Fee: In addition to the deposit, additional clean-up/damage money may be charged at a rate of \$15/man hour for clean-up or for additional damage/materials.
- f) Use/sale of Alcohol: Alcohol is not allowed on the Rock County Fairgrounds unless a temporary liquor permit is issued at the time the contract agreement is processed. The fee for the temporary permit is \$50 for county residents and \$100 for nonresidents. Permit allows fermented beverages to be served for private events such as wedding receptions. Alcoholic beverages cannot be sold on the fairgrounds.

**E. Insurance Requirements:** Lessees per contract agreement shall indemnify and hold harmless the County of Rock, its officers, and employees from and against all claims, damages, losses and expenses resulting from the lease of the fairgrounds premises. Lessee shall have its insurance company formally endorse the terms of the contract agreement and provide a certificate of insurance to be include with contract agreement.



## **F. Fairgrounds Use by County Departments, Rock County 4-H Fair Association and 4-H/FFA**

**Clubs:** The fairgrounds facilities may be used at no charge based on availability. Paid events will take precedence. The following are procedures County Department usage:

1. Reservations/cancelations must be made with the Fairgrounds Manager at 608-921-9981 Designate the contact person who will assume responsibility for the event.
2. Users are required to complete clean-up requirements as specified in Clean-Up Check List at completion of event.
3. Failure to comply with clean-up or general use requirements will result in clean-up/damage fee being assessed to the County Department or Club sponsoring the event. Misuse of the fairgrounds facilities may result in the group or County Department not being allowed to use the fairgrounds in the future at no charge.
4. Keys to buildings and grounds (if needed) are to be picked up from the Fair Manager or Maintenance Staff at the fairgrounds. The exceptions are County 4-H or 4-H Club sponsored events in which case the keys will be available at the UW Extension office located in the Rock County Courthouse. Contact the Extension office at 608-757-5656 to make appropriate arrangements for pick up and return.
5. Tables and chairs are owned by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at 608-757-1470 to ensure availability.
6. Trash must be removed from buildings and grounds at the conclusion of the event. Trash may be place in dumpster located next to the Henke Building.
7. All other general rules for use of fairgrounds facilities will apply.

### **General Rules**

Following are the general rules for use of the fairgrounds and facilities:

1. Reservations must include designated contact person who will assume responsibility for usage.
2. No smoking is allowed in buildings including livestock barns and restrooms.
3. Organization and/or designated person using the facilities is responsible for set-up, take-down and clean-up. Refer to Clean-up Check Sheet for specific responsibilities.
4. Organization and/or designated person is responsible at their expense for arrangements for trash removal from the fairgrounds unless other conditions are noted in contract agreement.

5. Tables and Chairs are available for rent by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at 608-757-1470 for availability and rental information.
6. Parking is limited to blacktop areas on the fairgrounds unless special arrangements have been made with Fairgrounds Management. This is especially important during time of wet weather conditions. Additional parking is available on streets adjacent to fairgrounds.
7. Security arrangement are the responsibility of the organization and/or persons using the facilities.
8. Banners advertising upcoming events may be placed on the security fence 2 weeks in advance of the scheduled event. Banners are to be removed within 24 hour of conclusion of the event.
9. The Rock County Fairgrounds does not offer campsites or campground facilities.
10. Alcoholic beverages are not permitted on the fairgrounds unless a temporary liquor permit is obtained at time of booking. The temporary liquor permit allows fermented beverages to be served at private events such as wedding receptions. Sale of alcohol is prohibited.
11. Music is limited to the Craig Center after 8:00 p.m. except during the Rock County 4-H Fair. Band and/or music must conclude by 10:00 p.m. unless otherwise noted in contract.
12. Events must conclude by 11:00 p.m. unless authorized by the Fair Manager.
13. Livestock show and sale organizers are responsible for removing manure and bedding from fairgrounds within 24 hours of conclusion of event.

ROCK COUNTY FAIRGROUNDS FACILITIES, DEPOSITS, FEES  
PROCEDURES AND RULES

**INTRODUCTION**

The Rock County Fairgrounds is located at 1301 Craig Avenue, Janesville, Wisconsin. The 18.5 acre fairgrounds is owned by the County of Rock. The Rock County Agriculture & Extension Education Committee is the governing county committee responsible for the control and management of the fairgrounds and facilities. The Fairgrounds Manager is the authorized representative of the Agriculture & Extension Education Committee and is responsible for the day to day administration and operation of the fairgrounds.

The Rock County Fairgrounds is open year-round and is home of the Rock County 4-H Fair held during July. The Rock County 4-H Fair Association has full use of the fairgrounds each year from July 1<sup>st</sup> through the first full week in August. In addition, the Blackhawk Building serves as home of the Blackhawk Curling Club from September 15<sup>th</sup> to April 15<sup>th</sup> each year. The Craig Center building is heated and available for rent/use year-round except for the period when the grounds are under the control of the Rock County 4-H Fair Association. The Fairgrounds can be rented for a multitude of events including fundraisers, craft and art fairs, livestock shows and sales, wedding receptions, car shows, educational meetings, 4-H/FFA events among others.

- A. **Reservations** for use of the facilities will be made through the Fairgrounds Manager who can be reached at 608-757-5694. Reservations are made on a first-come, first-serve basis and approved by the Agriculture & Extension Education Committee. The County reserves the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facilities or deemed not an appropriate use of the facilities.
  
- B. **Contract Agreement** between Rock County and the party renting the fairgrounds facilities is processed upon approval by the Agriculture & Extension Education Committee. Contract Agreements are typically processed 60-90 days in advance of the event. Signed contract along with appropriate fees/deposits must be returned within 10 days to the Rock County UW Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545. Contracts not returned within the specified timeframe may result in the loss of the reserved event date.
  
- C. **Cancellation** of reservations are required 30 days in advance of event date in order to receive a full refund of rental fee. Cancellation of less than 30 days prior to event will result in forfeiture of 50% of the rental fee unless the event is booked within 30 days of event.
  
- D. **Deposits & Fees** – These amounts are subject to change as utility and maintenance cost increase.

- a) Refundable Deposit: A refundable clean-up deposit of \$50 will be required for use of the Craig Center. Use of the entire fairgrounds facility, livestock barns or grandstand area will require a refundable deposit not to exceed \$500. The Fair Manger or maintenance staff will inspect facilities after each use and upon approval, the deposit will be returned. Clean-up not performed per the Clean-up Check sheet (attachment 1) will result in forfeiture of deposit.
- b) Refundable Key Deposit: A \$100 key deposit is require prior to obtaining keys to the fairgrounds and buildings. Deposit shall be a separate check made payable to the County of Rock. Failure to return key(s) within 24 hours of event or left locked in the designated building will result in forfeiture of key deposit. Keys will be available for pickup from the fair maintenance staff the week of the event.

Rental Fees: The following rental fees are in effect for 2015:

For Profit Events/Organizations

Monday – Thursday: \$385/day

Friday – Sunday: \$420/day

Non Profit Event/Organizations

Monday – Thursday: \$290/day

Friday – Sunday: \$305/day

- c) An additional \$70/day heat surcharge will be assessed for use of the Craig Center from November 1<sup>st</sup> through April 1<sup>st</sup>.
- d) Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the Fairgrounds Manager.
- e) Clean-up/Damage Fee: In addition to the deposit, additional clean-up/damage money may be charged at a rate of \$15/man hour for clean-up or for additional damage/materials.
- f) Use/sale of Alcohol: Alcohol is not allowed on the Rock County Fairgrounds unless a temporary liquor permit is issued at the time the contract agreement is processed. The fee for the temporary permit is \$50 for county residents and \$100 for nonresidents. Permit allows fermented beverages to be served for private events such as wedding receptions. Alcoholic beverages cannot be sold on the fairgrounds.

**E. Insurance Requirements:** Lessees per contract agreement shall indemnify and hold harmless the County of Rock, its officers, and employees from and against all claims, damages, losses and expenses resulting from the lease of the fairgrounds premises. Lessee shall have its insurance company formally endorse the terms of the contract agreement and provide a certificate of insurance to be include with contract agreement.

## **F. Fairgrounds Use by County Departments, Rock County 4-H Fair Association and 4-H/FFA**

**Clubs:** The fairgrounds facilities may be used at no charge based on availability. Paid events will take precedence. The following are procedures County Department usage:

1. Reservations/cancelations must be made with the Fairgrounds Manager at 608-757-5694 from 8 am – 12 noon & 1 pm – 5 pm. Other hours please leave a message with your name, contact number and the best time to call and your call will be returned.  
Designate the contact person who will assume responsibility for the event.
2. Users are required to complete clean-up requirements as specified in Clean-Up Check List at completion of event.
3. Failure to comply with clean-up or general use requirements will result in clean-up/damage fee being assessed to the County Department or Club sponsoring the event. Misuse of the fairgrounds facilities may result in the group or County Department not being allowed to use the fairgrounds in the future at no charge.
4. **Keys to buildings and grounds: Contact the Extension office at 608-757-5694 to make appropriate arrangements for pick up and return between the hours of 8-12 & 1-5 Monday through Friday. Keys will only be available during these times.**
5. Tables and chairs are owned by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at 608-755-1470 to ensure availability. Hours are 8 am – 5 pm. If no one answers, please leave a message with your contact information.
6. Trash must be removed from buildings and grounds at the conclusion of the event. Trash may be place in dumpster located next to the Henke Building.
7. All other general rules for use of fairgrounds facilities will apply.

### **General Rules**

Following are the general rules for use of the fairgrounds and facilities:

1. Reservations must include designated contact person who will assume responsibility for usage.
2. No smoking is allowed in buildings including livestock barns and restrooms.
3. Organization and/or designated person using the facilities is responsible for set-up, take-down and clean-up. Refer to Clean-up Check Sheet for specific responsibilities.

4. Organization and/or designated person is responsible at their expense for arrangements for trash removal from the fairgrounds unless other conditions are noted in contract agreement.
5. Tables and Chairs are available for rent by the Rock County 4-H Fair Association. Contact the 4-H Fair Office at 608-755-1470 for availability and rental information.
6. Parking is limited to blacktop areas on the fairgrounds unless special arrangements have been made with Fairgrounds Management. This is especially important during time of wet weather conditions. Additional parking is available on streets adjacent to fairgrounds.
7. Security arrangement are the responsibility of the organization and/or persons using the facilities.
8. Banners advertising upcoming events may be placed on the security fence 2 weeks in advance of the scheduled event. Banners are to be removed within 24 hour of conclusion of the event.
9. The Rock County Fairgrounds does not offer campsites or campground facilities.
10. Alcoholic beverages are not permitted on the fairgrounds unless a temporary liquor permit is obtained at time of booking. The temporary liquor permit allows fermented beverages to be served at private events such as wedding receptions. Sale of alcohol is prohibited.
11. Music is limited to the Craig Center after 8:00 p.m. except during the Rock County 4-H Fair. Band and/or music must conclude by 10:00 p.m. unless otherwise noted in contract.
12. Events must conclude by 11:00 p.m. unless authorized by the Fair Manager.
13. Livestock show and sale organizers are responsible for removing manure and bedding from fairgrounds within 24 hours of conclusion of event.

# Rock County Fairgrounds Facility Rental Fees and Rules

Reservations for use of the facilities will be made through the Fairgrounds Manager, Brian Paul, who can be reached at 608-449-5447. Reservations are made on a first-come, first-serve basis and approved by the Agriculture & Extension Education Committee. The County reserves the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facilities or deemed not an appropriate use of the facilities.

- A. Contract Agreement between Rock County and the party renting the fairgrounds facilities is processed upon approval by the Agriculture & Extension Education Committee. Signed contract along with appropriate fees/deposits must be returned within 30 days to the Rock County UW Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545. Contracts not returned within the specified timeframe may result in the loss of the reserved event date. The date is not reserved until the contract and deposit are returned.
  
- B. Cancellation of reservations are required to give 30 days' advance notice of event date in order to receive a full refund of deposit fee. Cancellation of less than 30 days prior to event will result in forfeiture of 100% of the deposit fee unless the event is booked within 30 days of event.
  
- C. Deposits & Fees  
Refundable Deposit: A refundable deposit of \$100 will be required to reserve the venue. The Fair Manager or maintenance staff will inspect the facilities after each use and upon approval, the deposit will be returned. Clean-up not performed per the Clean-Up Check sheet (attachment 1) will result in a forfeiture of the deposit.

## **Rental Fees: The following rental fees are in effect for 2017:**

**Craig Center - \$600 per day**

**Craig Center - \$300 per ½ day starting and ending at 2:00 PM**

**Barns, Pavilion, Grand Stand and Green Space - \$300 per day; \$150 per ½ day starting and ending at 2:00 PM**

Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the Fairgrounds Manager.

Facility Rentals include all tables, chairs, and P.A. systems.

Excessive garbage will result in an additional dumpster fee of \$50 per dumpster needed

## Rock County Fairgrounds General Rules

1. Reservations must include a designated contact person who will assume responsibility for usage. Reservations/cancellations must be made with the Fairgrounds Manager at 608-449-5447.
2. Organization and/or designated person using the facilities is responsible for set-up, take-down and clean-up. Refer to Clean-up Check Sheet for specific responsibilities.
3. Parking is limited to blacktop areas on the fairgrounds unless special arrangements have been made with Fairgrounds Management. Additional parking is available on streets adjacent to fairgrounds.
4. Security arrangements are the responsibility of the organization and/or persons using the facilities.
5. Banners advertising upcoming events may be placed on the security fence 2 weeks in advance of the scheduled event. Banners are to be removed within 24 hour of conclusion of the event.
6. The Rock County Fairgrounds does not offer campsites or campground facilities.
7. Alcoholic beverages are not permitted on the fairgrounds unless a temporary liquor permit is obtained at time of booking. The temporary liquor permit allows fermented beverages to be served at private events such as wedding receptions. Sale of alcohol is prohibited.
8. Music is limited to the Craig Center after 8:00 p.m. except during the Rock County 4-H Fair. Band and/or music must conclude by 10:00 p.m. unless otherwise noted in contract.
9. Events must conclude by 11:00 p.m. unless authorized by the Fair Manager.
10. Livestock show and sale organizers are responsible for removing manure and bedding from fairgrounds within 24 hours of conclusion of event.
11. Failure to comply with clean-up or general use requirements will result in clean-up/damage fee being assessed. Misuse of the fairgrounds facilities may result in the group or County Department not being allowed to use the fairgrounds in the future.
12. Keys to buildings and grounds: Contact the Extension office at 608-757-5694 to make appropriate arrangements for pick up and return between the hours of 8-12 & 1-5 Monday through Friday. Keys will only be available during these times.
13. Trash must be removed from buildings and grounds at the conclusion of the event. Trash shall be placed in the dumpster provided.
14. Clean-Up/Damage Fee: In addition to the deposit, additional clean-up/damage money may be charged at a rate of \$15/man hour for clean-up or for additional damage/materials. Facility renters will be responsible for all damages incurred.
15. Insurance Requirements: Lessees per contract agreement shall indemnify and hold harmless the County of Rock, its officers, and employees from and against all claims, damages, losses and expenses resulting from the lease of the fairgrounds premises.
16. Smoking is not allowed anywhere on the fairgrounds premises.

For further questions or information, please contact Brian Paul at (608)449-5447



## Rock County Fairgrounds Renting Policy:

1. The information sheet must be filled out and submitted via the website.
2. As long as the date is available a contract will be drafted and emailed back to you. To secure the date you must either come to the Rock County Courthouse Facilities Management or mail in the contract signed along with the deposit.
3. When the deposit of \$100 is collected that will secure your event. The deposit will be returned once the event is over and the grounds are found to be satisfactory.  
(Office Hours are 8:00 am to 4:00 pm, Monday through Friday.)
4. The renting party must then pay the full balance within 30 days prior to the scheduled event. If the event is not paid for in that timeframe then the date will be released. If the event is cancelled before 30 days prior to the scheduled event, the date will be released and the deposit returned to the lessee. If the event is canceled within 30 days of the event, the deposit will be forfeited and the date will be released.
5. All rentals will be required to have a Certificate of Insurance for liability coverage in the amounts of: \$1M per occurrence and \$2M aggregate. Certificates of Insurance must be received by the facilities management at least 14 days prior to the event. Your local insurance agent can provide you with a Certificate of Insurance or you may contact an independent insurance agency to request coverage. A list of insurance resources are available upon request.
6. The keys are to be picked up the day before the event except on the weekend then they can be picked up the Friday. If Friday is a County Holiday, then keys may be picked up on the Thursday. The keys must be returned that following Monday, unless that is County Holiday, then the following non-holiday day.
7. The use of tables and chairs are included in the rental price. There are a limited number of tables and chairs available and supplied on a first reserved basis. There are approximately 100, 6 ft. tables and 300, chairs located on the Rock County Fairgrounds.
8. The use of a portable public announcement system is included in the rental price and supplied on a first reserved basis.
9. The renting party is responsible for returning the area used to its prior condition. This includes placing all garbage in the proper receptacles, emptying the garbage bags into the supplied dumpsters, sweeping and mopping as needed. This also includes returning the tables and chairs to the proper carts and locations.
10. If alcohol will be consumed, an alcohol permit is required. This must be requested at least 30 days prior to the event. Alcohol is only allowed to be sold on the Rock County Fairgrounds if you apply for a permit thru the City of Janesville.
11. Music and loud noise must be contained inside by 9:00 and unable to be heard from the surrounding houses after that time. Failure to do this will result in deposit forfeited.
12. The event shall end by midnight and people must leave in a respectful manner to the neighbors.

## Rental Rates

1. The Craig Center Rents for \$600 for a full-day and \$300 for a half-day.  
Morning hours for half day: 4am - 2:00 pm.  
Afternoon hours of half day: 2pm until Midnight.
2. All other areas of the fairgrounds rent for \$300 a day and \$150 for a half-day.
3. The alcohol permit is \$100.