



RULES AND REGULATIONS GOVERNING THE USE OF 4-H FACILITIES



Building Use Policy and Philosophy

The Somerset County 4-H Center is a unique facility. It was built from money raised by 4-H families and the public and was dedicated in 1973. The 4-H Center is deeded to the Somerset County 4-H Association, a non-profit group of volunteers who support 4-H and operate the Center.

The 4-H Association encourages the use of its building facilities and grounds by non-profit community groups and organizations for worthwhile purposes provided such uses do not interfere with 4-H activities and programs.

The 4-H Association has the right to deny the privilege of using this facility to any organization or group. Denial of this building's use will be based on infractions of the rules and regulations listed below. Privileges can only be reinstated by the 4-H Association.

The 4-H Association authorizes the Building & Grounds Committee and/or its designee to permit the use of the facilities subject to the provisions which follow.

The 4-H Association authorizes the Center to be used as a disaster center should the need arise.

General Rules and Regulations for All Users

1. Priorities for use of 4-H facilities are as follows:
 - a. County 4-H events including 4-H Association meetings and events
 - b. 4-H club meetings and activities
 - c. Cooperative Extension programs other than 4-H
 - d. Other non-profit community groups
2. Any group or individuals wishing to use any part of the 4-H Center whenever the Evening Superintendent is not on duty must fill out a Building Use Application.
3. All applications to supersede a scheduled event must go through the Building and Grounds Committee.
4. Reservations will be made on a first come first served basis. Room reservations are to be made by Evening Superintendent or 4-H Office Secretary for county events as noted under "Special Rules."
5. In case of conflict the appropriateness for its intended use will help the Evening Superintendent resolve such conflict in assigning rooms for use.
6. Outside groups must present their Certificate of Insurance with their application.
7. Organizations using the facilities shall open their membership or attendance at their activities without regard to race, color, national origin, sex, disability or handicap and sexual orientation.

8. Activities held at the 4-H Center should conform to the high standards of the 4-H program.
9. The 4-H Association and its authorized representatives shall not be denied access to the premises during any activity.
10. The building will be left in better condition than found. All trash and recycling bins are to be empty with new trash bags in place, floors will be swept clean and trash put in garbage cans. All rug areas will be vacuum cleaned and all floors mopped clean if any spills are present. Custodial service charges will be asked of those groups not complying with this rule.
 - 10a. Building check list for clean up
 1. Empty all trash and recycling and place in proper outside receptacles.
 2. Sweep all floor areas clean and put into trash.
 3. Vacuum rug areas and mop any spills up on floor areas.
 - b. All building use applications will have a building rules regulations policy handed to them, which they will then sign that they have read and understand the rules and policies in place.
 - c. If there are any problems with the building at any time, the proper procedure will be to contact the Building Grounds co-chairs and/or evening superintendent at 908-526-8242.
11. The kitchen is reserved for groups needing to use it as a kitchen. It is not appropriate or intended to be a general purpose meeting room. Any group using the kitchen facilities is responsible for cleaning and putting away all equipment or appliances used. Dishes are not to be left in the sink, and food is not to be left in the refrigerator or freezer unless authorization given by the Building & Grounds Committee of the Association. Custodial service charges will be asked of those groups not complying with this rule. The kitchen is to be left spotless so that groups using it after you will not have to clean before they use it. Kitchen privileges will be suspended in future for activities if this rule is not obeyed!
 - 11a. Kitchen Clean-up Check List:
 1. All garbage/recycling is to be placed in proper outside receptacles.
 2. Supply your own dish detergent, paper towels, dish towels, sponges or other cleaning items required for clean-up.
 3. The small refrigerator may be used for your cold items, please remove everything before you leave.
 4. Available for you use from 4-H: mops, brooms, dustpans, vacuum.
12. All groups must have an official 4-H leader for supervision of all meetings or activities. Adults are to remain until all youth have been picked up by their parents. This is *not* the responsibility of the Evening Superintendent.
13. Users of the facilities must set up the chairs and tables needed and take them down immediately after the event. The facilities shall be left in the same manner and condition as they were found. Should custodial services be needed to restore the facilities to their proper condition, an additional custodial charge will be assessed.
14. Any special materials or equipment brought in and/or set up by the user must be immediately removed from the building after the scheduled use.

15. Keys, if needed are to be picked up from the 4-H Building Superintendent during the evening hours from 7 – 10 pm, Monday – Friday. A \$25 deposit is required for pickup of keys, that will be returned when keys are dropped off. All keys must be returned within 48 hours of the activity. Group/persons are responsible for the replacement cost and time needed for any lost keys. Failure to return keys will result in forfeiture of deposit and possible suspension of future building use privileges. If any extenuating circumstances arise for use of keys, you may contact the Building & Grounds Committee.
16. No bicycles or motorized vehicles are allowed inside the building unless being used for a 4-H club activity. Bikes with black tires are not allowed in the building. Motorized vehicles are not to be started or driven inside the building. No footwear with any kind of wheel set-ups allowed.
17. Fire regulations prohibit the presence of any flammable material and operation of internal combustion engines inside the building.
18. Groups/persons damaging the facilities during their occupancy will be responsible to replace or repair the damage. Building use privileges will be suspended upon the decision of the 4-H Association.
19. The person in charge of the activity is responsible that the building is secured prior to leaving if the Building Superintendent is not present, i.e., all lights out, doors locked and all persons out of the building.
20. Smoking is not allowed in the building. Alcoholic beverages or controlled dangerous substances are not allowed in the building or on the surrounding property.
21. Gambling, games of chance, raffles and lotteries are not permitted on 4-H Association property except only when sponsored by the Association.
22. The public address system in the building is available for use. Arrangements to use the equipment must be made in advance for a fee. A \$100 deposit is required for non-4-H clubs and will be refunded upon receipt of a functioning system.
23. Floor hockey is to be played with a soft rubber ball or puck.
24. Recycling is a state law. Use recycling container for all recycling materials as marked.
25. No animals are permitted in the kitchen or on carpeted areas of the building.
26. Any person or group in violation of the rules is subject to expulsion from the 4-H Center.
27. No equipment or machinery is to be moved in any way within the 4-H Center without specific Building & Grounds Committee approval.
28. 4-H Extension is responsible for insuring, during volunteer training, that volunteers are supplied with the Rules & Regulations governing the use of 4-H facilities.

Additional Procedures

The above rules and regulations concern everyone using the 4-H Center.

Special Rules and Procedures for Cooperative Extension/4-H Groups

- 4-H clubs may request use of rooms for the coming 4-H year from the 4-H Center Evening Superintendent beginning the first business day in August. Requests must be renewed annually. The Evening Superintendent may be contacted during the hours of 7 to 10 p.m. at the Center, Monday through Friday. Phone (908) 526-8242.
- The 4-H Office Secretary will be responsible for scheduling all county and state 4-H events, including those printed on the annual 4-H Calendar of Events.
- Special room and kitchen requests/reservations from 4-H clubs must be attached to the building application when submitted.
- 4-H leaders are responsible for the behavior of their club members and guests when on the grounds.
- Adult to young people ratio is suggested at 1:10 for safety issues. Adults are responsible for anyone outside the building, as well as inside, during an event.
- 4-H volunteers, members, parents, etc. wishing to give information to 4-H office staff (such as completed 4-H registration forms, etc.) may do so through the 4-H Center Evening Superintendent. Additionally, you may request information from the 4-H office through the 4-H Evening Superintendent.

Special Rules and Procedures for Outside Groups

- A 90 day notice should be given, whenever possible, for building use requests.
- The approval of an application for use of facilities in one area and time confers no privileges for other facilities and times.
- An approved application is not transferable. In the event of a cancellation, the 4-H office (908) 526-6644 or Evening Superintendent (908) 526-8242 should be notified as soon as possible.

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