

Latah County

Fair and Events Center

Building Use Policies

New users need make arrangements for a walk through of the facility, to determine the specific needs for your function, and become familiar with the building (lights, HVAC, janitorial, security, etc.).

A key may be checked out if needed.

The office hours are 9am to 1pm Monday thru Friday.

Space Use

Your invoice must be paid before you will be allowed to set up for your event, and your rental contract will designate the rooms you have rented, and the available time frames. If your event runs longer than planned, you will be responsible for the additional time.

Decorating:

To keep the facilities in good repair, we ask that decorations or alterations you want to make to the facility for your event, be approved by the Fair Office. Please do NOT use nails, staples or tacks on the walls. Never use duct, scotch, or packaging tape. Blue painter's tape may be used, but must be carefully removed directly after your event.

Alcohol Policy:

If alcohol is served at your event, it must be catered by a vendor with an alcohol license. This vendor must get a permit from the city prior to serving. Local bars and restaurants are familiar with this process.

Setup and Takedown:

You are responsible for set up and take down of tables, chairs, decorations, etc. for your event. Please rack same items together, such as 6ft tables on one rack and 8ft tables on another, do not mix them. All tables and chairs must be returned to the property room.

After Your Event:

Please put away all items you have used for your event, sweep floors and mop any spills. Tie and remove all garbage bags and place new bags in garbage cans. Place the used bags in the dumpster at the south end of the exhibit building. If you have used the classroom, clean the counter, sink, stove, and refrigerator. Do not leave food in the refrigerator. Turn off lights and lock doors unless there is another event still in progress in the same building. Door crash-bar keys are hanging adjacent to the main door and classroom door.

Damages:

You will be responsible for any damage to the facilities or equipment, lost keys, and clean up. If Events Center staff have to do any cleaning, reorganizing or stacking of tables/chairs, remove trash, decorations, or left over property after your event, you will be charged \$30 per hour for this service. If the building is left unsecured you will be charged a \$30 locking fee.

If you have any questions about renting from the Events Center,
please contact the Fair and Events Center Office.