

## Mercer County Extension Office Meeting Room Reservation Form

Questions?  
Mercer County Extension  
1007 Lexington Rd  
Harrodsburg, KY

40330  
859.734.4378

Name of Group/Meeting: \_\_\_\_\_

Contact Name/Signature: \_\_\_\_\_

\*By signing this form you are agreeing to Meeting Room Use Policies

Phone and Email: \_\_\_\_\_

User Group:  Extension Group    Outside Organizations /Associations/ Non-profits    Business and Industry

Reservation Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Is this a recurring meeting at this location?    YES    NO   If Yes, When?: \_\_\_\_\_

Room(s) Requested: (number behind is max at tables and chairs, conference style)

- Meeting Room A (75)    Outdoor Pavilion (80)
- Meeting Room B (100)    Board Room (14)
- Project Room (20)
- Catering Kitchen

Please state the educational objective of meeting:

\_\_\_\_\_

**TOTAL NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_

Audio/Visual equipment is available for your use. You will need a staff member to set up the equipment.

I need to use a:    screen    projector    microphone    DVD player

I will have a:    meal    snack  

**YOU ARE RESPONSIBLE FOR ROOM SET-UP AND CLEAN-UP.** If you move the tables and chairs, please return them to the original arrangement.

**Office supplies, copies, telephones, and paper products WILL NOT be provided by the Extension Office.**  
Please bring all necessary supplies and equipment to conduct your meeting.

|                                                      | Rate per day. Not charged individually for rooms. |                              |                              |                              |                              |                              |
|------------------------------------------------------|---------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
|                                                      | Meeting Room A                                    | Meeting Room B               | Board Room                   | Project Room                 | Outdoor Pavilion             | Catering Kitchen             |
| Mercer County Extension Groups                       | \$0                                               | \$0                          | \$0                          | \$0                          | \$0                          | \$0                          |
| Non-Extension Organizations/Associations/Non-Profits | \$1 per head<br>\$50 deposit                      | \$1 per head<br>\$50 deposit | \$1 per head<br>\$50 deposit | \$1 per head<br>\$50 deposit | \$1 per head<br>\$50 deposit | \$1 per head<br>\$50 deposit |
| Business and Industry                                | \$250                                             | \$250                        | \$250                        | \$250                        | \$250                        | \$250                        |

Make the check payable to: **Mercer County Extension Office**

Room Fee: \_\_\_\_\_

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Booked:    Yes    No

Fee: \$ \_\_\_\_\_

Paid:    Yes    No

Key #: \_\_\_\_\_

Picked Up By: \_\_\_\_\_

## FACILITIES USE AGREEMENT: COVID-19 PROVISIONS

In addition to the applicable facilities use agreement(s) and policies, the following policies apply to use of facilities owned or operated by the University of Kentucky ("University"), the Kentucky Cooperative Extension Service ("Extension") and/or the County Extension District Board. Failure to comply with these policies may result in cancellation of your facilities reservation and/or removal from the premises.

We are committed to providing a safe environment for our guests; however, it is impossible to eliminate all risks. By entering and/or using this facility, Renter acknowledges that there is currently a COVID-19 pandemic in the U.S. and that there may be health risks associated with entering and/or using this facility.

The attached Kentucky Healthy at Work guidance provides requirements and recommendations for gatherings up to 50 people. Please review this guidance in detail. By signing below, Renter is verifying that it and its group participants will:

- Strictly adhere to the six bullet points detailing actions groups MUST take.
- To the greatest extent practicable, follow the six bullet points that detail actions groups SHOULD consider and implement.
- Read and communicate the information related to vulnerable populations.

To support social distancing, the \_\_\_\_\_ room reserved for your meeting has an adjusted maximum capacity of \_\_\_\_\_ people. This capacity has been adjusted from the normal building and space occupancy limit to accommodate the six-foot social distancing requirement. By signing below, Renter is affirming that the number of attendees will not at any time exceed this capacity.

By signing below, Renter agrees to provide a complete and accurate list of participants including phone numbers and contact information for each attendee. The Extension Visitor Log is provided for this purpose, and the Renter must ensure it is accurate and complete. The Visitor Log must be turned in each day to the facilities manager.



By signing below Renter agrees that use of this facility or facilities may entail certain anticipated and unanticipated risks regarding personal injury or illness. Renter further understands and acknowledges that there is currently a COVID-19 pandemic in the U.S. and that there may be health risks associated with entering and using facilities owned or operated by the University, Extension, and/ or the County Extension District Board.

Renter hereby acknowledges its voluntary and informed assumption of full responsibility and liability regarding any injuries or illness, including COVID-19, that Renter or Renter's group participants may incur coincident to their use of this facility or facilities.

Renter hereby assumes any and all risks associated with the event and use of these facilities and expressly waives, releases, discharges and holds harmless, the University of Kentucky, the University of Kentucky Cooperative Extension Service, the county Extension District Board(s), and their trustees, directors, officers, members, agents, employees and assigns from and against any and all liability for loss, damage, injury, illness or claim of any nature whatsoever, however caused, arising out of, in association with, or related in any way to Renter's use of this facility or facilities.

Renter agrees to follow and enforce all University and Extension policies and procedures, any applicable laws of the Commonwealth of Kentucky, and all applicable University, Extension, federal, state, and local guidelines for COVID-19 including current directives from the Center for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and the Kentucky State Government.

**RENTER:**

Group name (if applicable): \_\_\_\_\_

Group representative name: \_\_\_\_\_

Group representative title: \_\_\_\_\_

Group representative phone number: \_\_\_\_\_

Group representative email address: \_\_\_\_\_

Group representative signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_

## Guidance for Gatherings of Up To Fifty (50) People

Under Governor Beshear’s new executive order, groups of up to fifty (50) people may begin gathering on June 29, 2020.

- If you are a member of a group particularly vulnerable to COVID-19 (individuals with conditions identified by the CDC as higher risk or those over 65 years old), public health experts recommend that you continue to avoid any in-person gatherings and remain Healthy At Home.
- If you host or attend a gathering of up to fifty (50) people under circumstances not otherwise explicitly addressed by other Healthy at Work guidance, please follow this document.

### **Groups Must**

- Communicate to individuals to stay home if sick and not attend a group event;
- Remain at least six (6) feet apart from people who are not a part of your household;
- Wear a cloth face covering or mask over your nose and mouth if you will be closer than six (6) feet to someone outside your own household;
- Wash or sanitize hands frequently;
- Screen and exclude persons with fever, symptoms of COVID-19, and/or direct exposure to COVID-19; and
- Not share food, drink, containers, plates, napkins, or utensils.

### **Groups Should:**

- Remain Healthy at Home to the greatest extent practicable and socialize via Internet, telephone, and other means that allow people to engage in appropriate social distancing;
- Limit the gathering size to the smallest number of people practicable;
- Hold the gathering outside whenever possible;
- Discourage people from sharing items in any gathering, including tools, sporting equipment, vehicles, cooking/grilling ware, and other high-touch objects;
- Avoid touching eyes, nose, or mouth; and
- Post signs (physical and/or electronic) whenever practicable that discourage handshakes, “high-fives,” and other direct person-to-person contact during the gathering as a way of decreasing the social pressure to engage in these common behaviors.