

MERCER COUNTY COOPERATIVE EXTENSION SERVICE

Policies Regarding Use of Public Meeting Rooms and Outdoor Facility

Policies and fees are subject to periodic evaluation by the County Extension Council, District Board and Extension staff.

The policies described herein apply to the **public meeting rooms** of the Mercer County Cooperative Extension building located at 1007 Lexington Road, Harrodsburg, Kentucky. **The policies are set by the District Board. Please support these guidelines by refraining from asking for exceptions for your group.**

DEFINITION OF USER GROUPS

I. Mercer County Cooperative Extension Groups

First priority users (*Extension Councils and all county groups that relate directly to the council's: District Board, 4-H Council, Homemaker Council, Agriculture advisory and commodity groups, 4-H and Homemaker clubs, 4-H and Homemaker workshops, agents' professional association activities and other county-wide Extension organizations*) must have at least one Mercer County Extension Agent directly involved in the planning and delivery of educational program and/or included in agent's plan of work. Agent is not required to be present. There will be no charge for use. A cleaning fee will be assessed by the facility committee if room is not left in an acceptable condition.

II. Mercer County Cooperative Extension Support Groups

Support groups are those organizations outside the umbrella and program definition of Mercer County Extension who are related to its efforts. These could be commodity groups, advisory councils, organizations that have significant or unique ties to Extension. This group must have at least one Mercer County Extension Agent directly involved with the organization. Agent is not required to be present. No charge for use. A cleaning fee will be assessed if the room is left in an unacceptable condition. Reservation guidelines in this document apply.

III. Non-Profit Groups

Government and University groups not listed in Group II, and other non-profit groups will be considered by the County Extension Council Facility Committee. There will be a \$50 refundable deposit and a charge of \$1 per head, per day. A cleaning fee will be assessed if the room is left in an unacceptable condition. Reservation guidelines in this document apply.

IV. Business and Industries

Educational and training functions of local businesses and industries will be considered by the County Extension Facility Committee. There will be a \$250 refundable deposit and a charge of \$250/day. A cleaning fee will be assessed if the room is left in an unacceptable condition. Reservation guidelines in this document apply.

V. No Private Functions Will Be Allowed

Private functions include (but are not limited to): baby and wedding showers, receptions, family reunions, social affairs, sorority/fraternity functions, personal political rallies, specialty sports groups, private associations, etc.

VI. Fundraising

Fundraising may only be done by the following groups: Mercer County Cooperative Extension Groups/Clubs and Mercer County Cooperative Extension Support Groups.

GUIDELINES FOR MAKING RESERVATIONS

1. Reservations will be kept by the Mercer County Cooperative Extension secretarial staff. Forms are available at the Extension Office.

2. Scheduling will be done on a first-come/first-served basis with the County Extension Service receiving priority. (See definitions of user groups.)

3. All requests for the use of the conference facilities are to be submitted on the appropriate forms. Forms may be obtained from the Extension Office during business hours. A \$250 refundable deposit will be required of non-Extension, for-profit groups. A \$50 refundable deposit will be required of non-Extension non-profit groups. **Telephone reservations will be held for 48 hours pending receipt of deposit (if required) and reservation form. No reservations will be taken more than 90 days prior to date of event.**

4. Persons obtaining reservation must be 21 years of age or older and will be responsible for group's conduct and respect for facility. Any groups who abuse facility or violate rules and regulations will not be allowed to reserve the facility again. Charges for damage will be assessed.

5. Outside user groups must provide their own audio/visual equipment.
6. The Mercer County Extension Office is closed from noon December 24th through January 1st. Facility will not be available for use during that time period.
7. A \$250 non-refundable charge per day will be required of non-Extension, for-profit groups.
8. A \$1 per person, per day non-refundable charge will be required of non-Extension, non-profit groups

Please Note: These Guidelines and Rules are subject to change and update.

RULES

1. Room reservations may not be transferred, assigned, or sublet.
2. The Extension agents, or duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
3. The person making the reservation shall observe, obey, and comply with all applicable city, county, state, and federal laws, rules and regulations. All permits and licenses required for the intended use under terms of this policy shall be procured by the reservation applicant (*health permits, etc*).
4. The Mercer County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. The Mercer County Extension Council/District Board may require proof of insurance coverage at a county approved limit where the activity for which the reservation is sought involves food or is inherently hazardous to life or property.
5. Reservation is **ONLY** for the time stated on application form. Time for setup and cleanup should be allowed in the reservation request. Please do not expect to use facility before or after the time stated on reservation. All members of the group must leave by the time reservation expires. Building ***must*** be vacated by 11:00 p.m., except for special events or meetings. Special events or meetings that will meet beyond 11:00 p.m. will be so designated on the reservation form.
6. All persons using the Extension facilities shall be properly clothed. Shirts and shoes are required.
7. Do not scoot, pull or drag tables or chairs on the carpet or floors. Pick up chairs and tables when they need to be moved.
8. Telephone messages: If you leave the Mercer County Extension Office phone number for calls, please check with secretaries for messages during breaks.
9. The building will be a non-tobacco facility, except for a designated smoking area.
10. Alcohol and/or illegal drugs shall not be allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.
11. Weapons shall not be allowed in the building or on the premises. (Exception may be made for special projects such as 4-H Shooting Sports, Hunter Safety courses, or similar educational activities).
12. No decorations, charts, posters, etc. may be attached to the walls, facings or doors.
13. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel. Extension personnel and noted representative will access building after use.
14. Meeting room users are responsible for leaving the room in the condition it was found. Cleaning charges may be assessed by the facility committee at the rate of \$30.00 for the first hour and \$15.00 each additional hour.
15. Age groups 18 and under ***must be supervised by one adult for each ten youth present*** at all times while they are using the facility. The reservation must be made by one of the adults supervising the function.

16. Only use trash cans with plastic bag liners. If you have put food in the trash can, place it in the outside garbage container at the rear of the building.
17. Scrub the sink after use, especially when pouring leftover coffee into the sink. This eliminates stains. Wash and dry the coffee pot.
18. If serving food or beverage, use your own utensils and paper products. Absolutely no frying, or deep-frying, allowed.
19. Wipe tables and counters free of food products. Do not leave any food products in the refrigerator.
20. Sweep mud, crumbs, etc. from the foyer and meeting rooms if carried in by the group. Dust mops are located in the utility closet.
21. Leave tables and chairs in place. Room dividers are to be moved **only** by Extension personnel. Failure to abide will result in a \$100 fine; cost of repair to, or replacement of, damaged wall; and loss of rights for future use of the building.
22. Before exiting the building, turn off interior room lights, check all areas of the building used by the group (including restrooms), secure all doors, and set the alarm system. If keys are lost, the group will be responsible for the cost of replacing locks and keys.
23. If an Extension Agent or other staff member will not be participating in the activity or event, arrangements must be made to pick up a key between 8:00 am and 4:30 pm, Monday thru Friday.
24. Any person or persons violating the established rules and regulations, or constituting a public nuisance, will be asked to leave the facility, and will not be allowed to use the building again for one year. The custodian or staff will notify the facility committee in the event of damages.
25. The Mercer County Cooperative Extension Service does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.
26. No equipment or furniture may be removed from building for any reason.
27. 1 % of any sales profit must be donated to charity of choice. Non-profit organizations are exempt.

Outdoor Facility Rules

1. All rules listed above apply to outdoor facility.
2. Prior notification required to use sound system. If damages incur, you will be responsible for repair or replacement.
3. You are responsible for emptying trash into the dumpster. Also, pick up all litter/trash around the facility.
4. Prior notification required if you plan on grilling or using the fire pit.

Will food be served? No

Yes

Meal (catered or pot-luck)

Refreshments only

NOTE: Food and/or drinks are NOT allowed in Board Room.

EQUIPMENT AVAILABLE UPON REQUEST:

Wireless microphone (meeting room B)

Microphone with stand (meeting room B)

Projector (meeting room B)

CD/DVD/Video (meeting room B)

Portable projector

Coffee pot

Sound system for Outdoor Facility

Fire pit at Outdoor Facility

Additional comments, requests or special needs:

Pre Event Inspection by: _____

Date: _____

Post Event Inspection by: _____

Date: _____

Key Returned to Office: _____

Deposit Returned: _____