

# LAWRENCE COUNTY EXTENSION SERVICE FACILITY POLICY

The policies set forth in this document apply to everyone who reserves a meeting space at the Lawrence County Extension Office (LCEO). All meeting space requires prior approval for use. The meeting space covered in these policies includes:

- Large Conference Room, including kitchen
- Small Conference Room, including the kitchen
- Farmers' Market Shed
- Outdoor Classroom

**Access to the building or other Extension facilities begins at 4:30pm, when business concludes for the day.**

Groups scheduling meeting space for meetings **NOT** in connection with a Lawrence County Extension Agent must complete the required reservation form and submit it to the LCEO. Non-Extension sponsored groups may be pre-empted by a Lawrence County Extension agent with fifteen days' notice. Groups will be authorized to use the LCEO meeting space in the order listed below.

## **1. Lawrence County Extension Groups**

These groups will be able to reserve rooms up to 60 days in advance, with no agent present, with a completed reservation form on file at LCEO. These groups include, but are not limited to: County Extension Council, District Board, 4-H Council, county 4-H Clubs, county Homemaker Clubs, Homemakers Council, Agricultural Advisory and Commodity groups.

## **2. District and State Extension Groups**

Any district or state Extension group, groups will also be able to reserve a room 60 days in advance, with no agent being present, with a completed reservation form on file at the LCEO.

### **3. Lawrence County Extension Non-Related Groups**

Groups that do not directly fall under the guidance of the LCEO, but whose programs are closely related to the Extension purpose, groups are allowed to reserve the conference rooms only and may reserve a room up to 30 days in advance, with no agent being present.

### **4. Non-Profit Groups\***

Civic, educational, government, university and cultural organizations will be allowed to reserve the conference rooms at LCEO for such organizations may schedule a meeting space up to 30 days in advance. Cancellation of a reservation must have a 7 day notice to receive fee refund. No fee is required but donations are accepted for programs such as summer camps, field days, etc.

### **6. Private Functions**

Any private party will be rented based on availability. When conflicts arise, extension programming will always have priority of private functions. Private functions call not be scheduled more than 90 days in advance and must be scheduled at least 30 days in advance. Cancellation of a reservation must have a 7 day notice to receive fee refund. To use this facility a deposit is required at the time of reservation.

- \$350.00 deposit for large conference room  
A \$150.00 usage fee will be kept from deposit. Remaining \$200.00 will be returned within 30 days after rental. If key is not returned on time, a \$75.00 key fee will be taken from deposit. If room is not cleaned to committee's specifications then a refund will not be given.
- \$150.00 for small conference room  
A \$75.00 usage fee will be kept from deposit. Remaining \$75.00 will be returned within 30 days after rental. If key is not returned on time, a \$75.00 key fee will be taken from deposit. If room is not cleaned to committee's specifications then a refund will not be given.
- \$150.00 for Farmers' Market Shed  
A \$75.00 usage fee will be kept from deposit. Remaining \$75.00 will be returned within 30 days after rental. If key is not returned on time, a \$75.00 key fee will be taken from deposit. If room is not cleaned to committee's specifications then a refund will not be given.

## **Conference Room Reservations**

- 1. Before a reservation will be confirmed, the meeting room reservation form must be completed and on file at the Lawrence County Extension Office.**
2. The reservation must be made within the allotted time period for the Non-profit group.
3. The person making the reservation must be at least 25 years of age.
4. The reservation will be kept by LCEO secretarial staff.
5. Extension facilities will be unavailable from December 24-January 1.
6. Reservations cannot be transferred, reassigned, or sublet.
7. If a group has reserved a room for an after-hours or weekend meeting, a representative from the group must pick up the key at the LCEO on the day of the meeting, or on the last business day before the meeting by 4:30 p.m. The key will be due back by 12:00 noon the next business day.
8. Deposits are due thirty (30) days prior to event. Refunds will be available thirty (30) days after event.

**If key is not returned on time, a \$75.00 key fee will be taken from deposit.**

## **Meeting Room Guidelines**

1. The Extension agents, or a duly authorized representative on duty, have the right to enter all facilities, at all times during any and all occupancies.

2. **Please bring all office supplies needed to carry out the meeting.** Copiers, audio-visual equipment, telephones, pencils, paper, etc., are not available for use by groups.

3. Food and drinks are permitted in the meeting rooms. **Trash cans should be emptied, re-lined with plastic trash bags (available @ the LCEO), and trash should be placed in the dumpster in back of the office.**

All empty drink cans should be placed in the recycling bin.

4. It is the responsibility of the group which reserves the room to make sure that the room is in the exact same condition as they found it or better. Any cleanup that is required will result in a minimum of \$50.00 fine against the group which reserved the room. Failure to comply can result in a loss of privileges for use of the facility. **A mandatory Meeting Room Checklist is to be returned to the Extension Office at the end of each meeting.**

5. All meetings must be concluded by 11:00 p.m. The responsible parties should remain until all participants have left.

6. All lights in the meeting rooms and restrooms are to be turned off at the end of the meeting.

7. All persons using the Extension facilities shall be properly clothed, including shirts and shoes.

8. Do not scoot, pull, or drag tables or chairs on the tile floors. Pick up the chairs and tables when they need to be moved.

9. Tobacco products, alcohol and illegal drugs are not allowed inside the building(s) or on any Extension premises. Under no circumstances should an intoxicated person be permitted on the premises. **The University of Kentucky has a NO SMOKING policy within 500 feet of facilities.**

10. No decorations, charts, posters, etc., can be attached to the walls, facings, or doors. No duct tape, no glitter, no silly string!

11. Any damages to property and/or equipment are the sole responsibility of the group reserving the room. All repairs will be arranged by Extension personnel with the cost being deducted from deposit. If remaining balance, it will be billed to the group responsible.

12. Groups that have members under the age of 14 are to have 1 adult to supervise every 10 members at all times. Groups that have members from age 14-17 are to have 1 adult for every 15 members at all times.

13. All meals must be catered. A kitchen is available with the large conference room for food storage during the meeting and drink service if a group requests that it be open. (See attached sheet for kitchen rules.) **All kitchen supplies and equipment are to be provided by the group using the kitchen unless prior arrangements have been made.**

14. The LCEO does not discriminate regardless of race, color, age, sex, religion, disability, or national origin.

15. The LCEO will not be held responsible for any accidents or lost or stolen items incurred while a group is on the property.

16. Wireless internet is available in the meeting rooms; however, we are not responsible for any service issues that may occur (i.e. technical difficulties with server or interrupted services).

## **Meeting Room Policy**

A good rule to follow is to **“leave it better than you found it.”**

1. \_\_\_\_\_ Bag your garbage and take to the dumpster out back. Replace plastic liners (provided by LCEO) in trash cans.
2. \_\_\_\_\_ Remove all decorations.
3. \_\_\_\_\_ Clean all surfaces that you used, including: tables, chairs and sweep floor.
4. \_\_\_\_\_ Turn off all appliances, electronics and lights.
5. \_\_\_\_\_ Do not scoot tables across floor.
6. \_\_\_\_\_ Do not scoot chairs across floor.
7. \_\_\_\_\_ Put everything in its proper place.

I have completed and initialed the Meeting Room Policy checklist.

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Signature

## **Kitchen Policy**

The Lawrence County Extension Office has a demonstration kitchen and a small kitchen that can be used for warming of food and food storage during the meeting and drink preparation for groups that request it.

Any meals must be catered.

All kitchen supplies and equipment, paper goods, cups and other beverage and food service items, are to be provided by the group using the kitchen.

Clean and return all kitchen utensils or supplies that are used to their proper location. If uncertain of where things belong, please leave out.

**\*\*You are required to have a food permit to use the LCEO kitchen.**

We ask that you abide by the following procedures to help ensure that the kitchen remains clean.

A good rule to follow is to **“leave it better than you found it.”**

1. \_\_\_\_ Bag your garbage and take to the dumpster out back. Replace plastic liners (provided by LCEO) in trash cans.
2. \_\_\_\_ Remove any of your group’s leftover food from refrigerator.
3. \_\_\_\_ Clean all surfaces that you used, including: sink, microwave, countertop, etc.
4. \_\_\_\_ Turn off all appliances and lights in kitchen.
5. \_\_\_\_ Clean tables.
6. \_\_\_\_ Put everything in its proper place.
7. \_\_\_\_ Sweep floor
8. \_\_\_\_ **DO NOT use the dishwasher!**

I have completed and initialed the kitchen policy checklist.

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Signature