

**SCOTT COUNTY EXTENSION CENTER
MEETING ROOM POLICY**

DEFINITION OF USER GROUPS:

1) First priority users – Scott County Extension Groups: District Board and all county groups that relate directly to the County Extension District Board; ie: County Extension Council, 4-H Council, Homemakers Council, Agriculture Advisory, Horticulture Advisory, Agents’ Professional Association activities, and other county-wide Extension organizations. There must be at least one Scott County Extension Agent directly involved with the organization.

2) Second priority users – Civic Organizations and Public School Departments not directly Extension sponsored may use the meeting room for meetings only. Example: Farm Bureau, Kiwanis, LEAP.

- ▶ These groups may only schedule thirty days in advance.
- ▶ Fees may be accessed at the discretion of the Extension District Board.
- ▶ Groups composed of ages 18 years and under must be supervised by one adult at all times for each 10 children while they are using the facility.

NO PRIVATE FUNCTIONS WILL BE ALLOWED.

These functions include, but are not limited to Baby or Wedding Showers, Receptions, Family Reunions, Social Affairs, etc.

NO POLITICAL FUNDRAISERS OR PARTISAN POLITICAL MEETINGS WILL BE ALLOWED.

USER GROUPS (1 & 2 defined above) MUST COMPLY WITH THE FOLLOWING RULES:

1. Room rental fee if serving food is \$65.00, if not serving food is \$25.00.
2. Pick up the key on the day of your meeting. Return the key by 10:00 a.m. on the following day or leave the key in the building the night of the meeting.
3. Check room setup when you pick up the key (**NORTH ROOM ONLY**). User groups are responsible for their own room set-up. **SOUTH ROOM** requires an Extension employee to be in the building.
4. If serving food, supply your own paper products, silverware, dishes, dish towels and dish cloths. If using burners for food trays always use metal tables.
5. **MUST SIGN STATEMENT OF COMPLIANCE/USER FORM, MEETING ROOM POLICY FORM & ORIGINALS WILL BE KEPT ON FILE HERE AT THE EXTENSION OFFICE.**

AFTER YOUR MEETING.....BEFORE LEAVING YOU SHOULD:

ALL RESPONSIBILITIES BELOW MUST BE COMPLETED AND ROOM/BLDG VACATED BY 9 p.m.

1. Turn off all lights.
2. Check commodes in both bathrooms.
3. Be sure that ranges/ovens are off.
4. Put away any chairs moved by your group.
5. Wash and dry the coffee pot. China dishes are reserved for Extension use only.
6. Sweep mud, crumbs, etc. from the carpet and foyer if carried in by your group.
7. Wipe table and counters free of crumbs, sugar, etc.
8. Scrub the sink after use, especially if pouring leftover coffee into the sink. Coffee stains.
9. Only use trash cans with plastic bag liners. If you have put food in the trash can, take the bag home with you or put it in the outside garbage cans at the back north side of the building.

**FAILURE TO COMPLY WITH THESE REQUESTS
MAY RESULT IN FORFEITURE OF RIGHT TO USE THE BUILDING.**

Name of Group or Club

Responsible Agent

Document1



Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating. Disabilities accommodated with prior notification.