

**Allen County  
Cooperative Extension Service Education Facility  
Meeting Room Checklist**

- Certified Kitchen**     **Meeting Room**     **Conference Room**  
 **Board Room**     **Basement Room**

**Every group using the meeting room must have one adult who will complete and sign this mandatory checklist and return it along with the key after each meeting.**

**General Meeting Rooms**

**Cleaning supplies available in janitor closet located in front lobby**

- \_\_\_\_\_ All kitchen equipment used has been turned off and cleaned.
- \_\_\_\_\_ Trash cans have been emptied and trash placed in Herbie Curbie in basement stairwell.
- \_\_\_\_\_ Trash cans have been relined with new garbage bags (in janitor closet in front lobby).
- \_\_\_\_\_ All counter space and tables have been wiped clean.
- \_\_\_\_\_ Floors have been swept to remove dirt, food, or other debris.
- \_\_\_\_\_ AV equipment has been turned off and left in room, in original working condition.
- \_\_\_\_\_ All restroom facilities clean, flushed, water and lights turned off.
- \_\_\_\_\_ Tables/chairs are to be arranged according to drawing on attached page.
- \_\_\_\_\_ All small appliances (coffee maker, AV equip., etc.) clean, turned off and unplugged.
- \_\_\_\_\_ All windows have been closed, latched and secured.
- \_\_\_\_\_ All doors to building have been locked and secured.
- \_\_\_\_\_ All lights have been turned off.
- \_\_\_\_\_ Key and this signed checklist has been returned by 12:00 noon next business day.

I verify that all responsibilities have been fulfilled and that the room is being left in the same condition as found or better.

Contact Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Phone No. \_\_\_\_\_

Group Represented : \_\_\_\_\_ Date \_\_\_\_\_

**Return this copy and key by 12:00 noon next business day.**

**FAILURE TO ABIDE WITH THIS POLICY WILL RESULT IN THE LOSS OF PRIVILEGES TO USE THE ALLEN COUNTY COOPERATIVE EXTENSION SERVICE EDUCATION FACILITY.**

## **Allen County Cooperative Extension Service Education Facility Meeting Room Policies**

### **DECLARATION:**

The policies set forth in this document apply to everyone who reserves a meeting room at the Allen County Extension Service Education Facility. The rooms covered in these policies include: conference room, meeting room, board room, certified kitchen, basement meeting room, and restroom facilities. These policies will serve as guidelines for facility use from this day until such time as new guidelines are adopted. As such, all previous documents relating to policies on meeting rooms shall be considered null and void from this day forward.

### **NO PRIVATE FUNCTIONS (INDIVIDUALS OR FAMILY) SHALL BE ALLOWED.**

Private functions include, but are not limited to: baby and wedding showers, receptions, social affairs, anniversaries, holiday parties, family reunions and religious functions.

### **NO POLITICAL MEETINGS OR POLITICAL FUND RAISERS SHALL BE ALLOWED.**

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### **USER GROUPS IN PRIORITY**

All groups scheduling meeting rooms shall complete the required reservation form and submit to the Extension Office.

(1.) First priority users – Allen County Cooperative Extension groups and multi county Extension organization involving Allen County Extension groups have first priority in reserving the meeting rooms at the Extension facility. *(Definition of an Extension group is a group that has at least one Allen County Extension agent directly involved with the organization; the agent does not need to be present at the activity.)* These groups will be able to reserve the meeting rooms up to 12 months in advance, with a completed reservation form on file at the Allen County Extension Office. Reservation of meeting rooms requires the approval of an Allen County Extension agent. These groups include but are not limited to: the County Extension Council, the District Board, the County 4-H Council, County 4-H clubs, County Homemaker clubs, the County Homemakers Council, agriculture advisory groups, commodity groups and Extension staff development activities. A cleaning fee of \$50 as stated in rules, (page 4, number 4) shall be accessed if necessary.

(2.) Second priority user – City and County government agency activities and multi-county, district, region, or state Extension activities will have second priority for reserving and using the meeting rooms at the Extension facility. *These groups will be able to reserve a meeting room 6 months in advance, with a completed reservation form on file at the Allen County Extension office. Reservation of a meeting room requires the approval of an Allen County Extension Agent; agent does not need to be present at activity.* A cleaning fee of \$50 as stated in the rules, (page 4, number 4) shall be accessed if necessary.

(3.) Third priority user - Groups that qualify for non-profit or tax exempt status presenting educational, business, and training seminars will have third priority for reserving and using the meeting rooms at the Extension facility. All other requests for use by non-profit groups will be considered on a case by case basis. Examples include but not limited to: Big Brothers Big Sisters, Farm Bureau, Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), Heart of Scottsville, Chamber of Commerce, leadership groups, Habitat for Humanity, Allen County schools, etc. *These groups will be able to reserve a meeting room 6 months in advance, with no agent present, with a completed reservation form on file at the Allen County Extension office. Reservation of a meeting room requires the approval of an Allen County agent. A cleaning fee of \$50 is required before key is picked up and will be refunded when room is left in original condition.*

(4.) Fourth priority user – For profit groups presenting educational, business, and training seminars will have fourth priority for reserving and using the meeting rooms at the Extension facility. All other requests for use by for profit groups will be considered on a case by case basis. *These groups will be able to reserve a meeting room 3 months in advance, with no agent present, with a completed reservation form on file at the Allen County Extension office. Reservation of a meeting room requires the approval of an Allen County agent. A cleaning fee of \$50 is required as well as \$75 key deposit before key is picked up. These fees will be refunded if room is left in original condition and key is returned by 12:00 noon on the next business day.*

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## GROUP REGULATIONS

**IN THE EVENT OF ANY CANCELLATION, THE CANCELLATION OF RESERVATION FORM MUST BE COMPLETED AND ON FILE IN THE ALLEN COUNTY COOPERATIVE EXTENSION SERVICE OFFICE.**

### TIMES

In order to accommodate the schedules of our clientele, the facilities can be reserved for a variety of days and times. No meeting shall begin before 7 a.m. on a business day. Meetings must be concluded by 11:00 p.m. A meeting time list follows:

1. Business day hours: Monday-Friday, 7:00 a.m. – 4:30 p.m.
2. After hours: Monday-Friday, 4:30 p.m. – 11:00 p.m.
3. Weekend: Saturday and/or Sunday, 7:00 a.m. – 11:00 p.m.

**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 Extension Office 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. If the key is not returned or is lost, a \$75.00 fee will be charged to the group.**

### RESERVATIONS

1. The reservation must be made within the allotted time period for the specific group (referred to in previous section).
2. **Before a reservation will be confirmed, the meeting room reservation form must be completed, approved and on file at the Allen County Cooperative Extension Service Education Facility.**
3. The person making the reservation must be at least 18 years of age.
4. The reservation will be kept by the Allen County Extension secretarial staff.
5. Facility reservations can not be transferred, reassigned, or sublet.

## MEETING ROOM RULES

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. For meetings during office hours, participants should park in the rear parking lot. Please leave parking at the front of the building available for short-term visits.
3. Food and drinks are permitted in the meeting rooms. All waste should be placed in the trash cans. The trash cans should be emptied, re-lined with plastic trash bags (provided by the Extension Office), and trash should be placed in the “Herbie Curbie” (large green garbage can) in the basement stairwell.
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 \$50 fine against the group which reserved the room. A mandatory Meeting Room Checklist and the key shall be returned to the Extension Office by noon the following business day after the meeting.**
5. All meetings shall be concluded by 11:00 p.m. The leaders of the organization shall remain until all participants have left.
6. All lights in the facility shall be turned off before leaving the building.
7. All persons using the Extension facilities shall be properly clothed, including shirts and shoes.
8. Pick up the chairs and tables when they need to be moved; do not scoot, pull, or drag tables or chairs on the floors.
9. Alcohol and illegal drugs shall not be allowed in the building. Under no circumstances shall an intoxicated person be permitted on the premises.
10. Smoking shall be done outside the building. Smoking materials shall be properly disposed of in provided containers.
11. No live animals, other than service animals, shall be allowed in the building unless specifically approved by an Extension Agent as part of an educational program.
12. No decorations, charts, posters, etc., shall be attached to the walls, facings, or doors.
13. No defacing, damage or improper use shall be done to facility and equipment or furnishings.
14. Any damages to property and/or equipment shall be the sole responsibility of the group reserving the room. All repairs shall be arranged by Extension personnel with the cost being billed to the group responsible.
15. Groups that have members under the age of eighteen (18) shall at all times have one (1) adult to supervise every ten (10) members.
16. The Allen County Cooperative Extension Service shall not be held responsible for any accidents or lost items incurred while a group is on the property.
17. Weapons shall not be allowed in the building or on the premises (exemption may be made for special projects such as 4-H Shooting Sports, Hunter Safety Courses, or similar educational activities).
18. No concealed weapons shall be allowed and under no circumstances shall ammunition be allowed on the premises with the exception of security or law enforcement officers.
19. No pyrotechnics shall be allowed on the premises.
20. For the safety of all persons using the facility, proper behavior shall be expected (no horseplay, climbing on furnishings, etc.)
21. All meals shall be catered. A certified kitchen is available with the meeting room for food storage, warm-ups, drink service and clean up if a group requests that the kitchen be open. (See attached sheet for kitchen rules.) **All kitchen supplies and equipment including coffee, condiments, paper goods, and other beverage and food service items shall be provided by the group using the kitchen.**

## **Kitchen Policy**

All meals shall be catered. A certified kitchen is available with the meeting room for food storage, warm-ups, drink service and clean up if a group requests that it be open. **All kitchen supplies and equipment including coffee, condiments, paper goods, and other beverage and food service items shall be provided by the group using the kitchen.**

The demonstration kitchen in meeting room may be used for serving food and beverages. Clean and return any kitchen utensils or supplies that were used to their labeled location.

Abiding by the following procedures will help ensure that the kitchen remains clean. A good rule to follow is to “leave it better than you found it.”

1. \_\_\_\_\_ If dishwasher is used, remove and return clean dishes to their labeled location.
2. \_\_\_\_\_ Clean all surfaces and appliances used.
3. \_\_\_\_\_ Put everything in its proper place as labeled.
4. \_\_\_\_\_ No Extension property shall be removed from premises.
5. \_\_\_\_\_ Bag your garbage and take to the “Herbie Curbie” (large green garbage can) in the basement stairwell. Replace plastic liners (provided by the Extension Office in janitor closet in front lobby) in trash cans.
6. \_\_\_\_\_ Remove and dispose of any of your group’s food from refrigerator.
7. \_\_\_\_\_ Clean tables and sweep floor.
8. \_\_\_\_\_ Remove all personal food prep/service equipment and utensils from meeting facilities.
9. \_\_\_\_\_ Dish cloths and towels used shall be placed in labeled container under sink in demonstration kitchen
10. \_\_\_\_\_ Turn off all appliances.
11. \_\_\_\_\_ Unplug small appliances such as coffee pots.
12. \_\_\_\_\_ Turn off all lights in kitchen.

**Allen County  
Cooperative Extension Service Education Facility  
Cancellation of Facility Reservation Form**

- Certified Kitchen**       **Meeting Room**       **Conference Room**  
 **Board Room**       **Basement Room**

ORGANIZATION NAME \_\_\_\_\_

DATE OF RESERVATION \_\_\_\_\_

CANCELLATION DATE \_\_\_\_\_

I hereby acknowledge with my signature that the above mentioned organization has canceled our reservation with the Allen County Cooperative Extension Service for use of rooms checked on this form on the aforementioned date, and that the room deposit, if applicable, has been returned.

PRINT NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

ALLEN COUNTY COOPERATIVE EXTENSION SERVICE REPRESENTATIVE SIGNATURE:

\_\_\_\_\_

Date: \_\_\_\_\_