

# FRANKLIN COUNTY COOPERATIVE EXTENSION SERVICE MEETING ROOM POLICY AND RESERVATION FORM

APPROVAL DATE: SEPTEMBER 28, 2000

Updated: January 2007

Updated: September 14, 2009

The policies described here to apply to the Franklin County Cooperative Extension Office located at 101 Lakeview Court, Frankfort, Kentucky. The policies are set by the Extension District Board and the Extension Agents.

## **DEFINITION OF USER GROUPS**

### **FRANKLIN COUNTY EXTENSION GROUPS**

First priority users (Extension District Board and all county groups that relate directly to the council: District Board, 4-H Council, Homemakers Council, Agriculture advisory and commodity groups, Agents, Professional Association activities, and other county-wide Extension organizations). Must have at least one Franklin County Extension agent directly involved with the organization. Groups meeting this classification will not be charged a rental fee for use; however, a cleaning fee could be assessed by the District Board Meeting Room Committee.

### **FRANKLIN COUNTY EXTENSION SUPPORT GROUPS**

Those organizations outside the umbrella of Franklin County Extension who are "related to" its efforts and mission. These could be defined as commodity groups, advisory councils, organizations that have a significant or unique tie to Extension (ex. Farm Bureau, Quilters Guild, Fair Board, Franklin County Beef Cattle Association, Franklin County Government). Must have at least one Franklin County Extension agent directly involved with the organization. Groups meeting this classification will not be charged a rental fee for use; however, a cleaning fee could be assessed by the District Board Meeting Room Committee.

### **FOR PROFIT AND NON-PROFIT GROUPS**

Civic, educational, government, university, and cultural organizations which have qualified and received notification of their non-profit tax-exempt status under Section 501 of the Internal Revenue Code and do not fit in one of the above categories will be charged a lesser amount than for profit organizations. Groups whose purpose would make them eligible for non-profit status under the IRS definition but do not have a notification may be charged the lesser amount if **approved in writing in advance** by the Extension District Board. Groups which do not fit any of the above criteria will be charged the full rental fee.

### **NO PRIVATE FUNCTIONS WILL BE ALLOWED**

These private functions include but are not limited to: birthday parties, baby or wedding showers, receptions, family reunions, social affairs, sorority/fraternity functions, etc.

### **NO POLITICAL FUNDRAISERS OR PARTISIAN POLITICAL MEETINGS WILL BE ALLOWED.**



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.

## **ROOM USE FEES**

Room use fees are charged to all organizations (exemptions noted in previous section) who are granted use of a room. These fees partially recover the Extension Services cost of providing these rooms for public use. There will be two classes of fees: (a) for profit and (b) non-profit.

<b>Meeting Room</b>	<b>A/B</b>	<b>C</b>	<b>D</b>	<b>E/F</b>	<b>G</b>
For Profit	\$150.00	\$100.00	\$100.00	\$150.00	\$125.00
Non-Profit	\$125.00	\$50.00	\$50.00	\$100.00	\$75.00

## **RESERVATIONS**

1. Reservations and the master calendar will be kept/scheduled by Gil Thurman, Staff Assistant. All reservations and requests for scheduling should be made by calling 502-695-9035 or emailing [gil.thurman@uky.edu](mailto:gil.thurman@uky.edu).
2. Scheduling will be done on a first-come, first-served basis with the County Extension Service Agents receiving priority. (See definition of users groups.)
3. No reservations for groups or organizations outside of County Extension shall be accepted more than four months in advance. No group will be permitted to reserve consecutive monthly dates without approval from County Agent.
4. 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 which are 8:00 a.m.-4:30 p.m., Monday-Friday or from the FCES website <http://ces.ca.uky.edu/franklin>.
5. Franklin County Extension Office is closed noon December 24 through January 1<sup>st</sup> and will not be available for use. In addition, the office will be closed from noon on the day prior to the Thanksgiving holiday, including the Friday, Saturday and Sunday of that Holiday weekend.

## **KEYS**

1. For meetings that begin after 4:30 p.m. Monday - Friday or for Saturday/Sunday meetings, keys must be picked up during normal business hours (M-F, 8:00 am – 4:30 pm). Obtaining a key is the responsibility of the person or group that is using the facility.
2. Keys must be returned to the office within three days following the event, or left in the designated spot in the meeting room following the event. Staff will check for keys left by groups the following morning during regular business hours.
3. Keys not returned within the time outlined in this policy will be charged a fee of \$5.00 per day until the key is returned.
4. **If a key is not returned within one week of the event, or has been identified as lost, the group or individual signing for the key will be charged a replacement/rekeying fee of a minimum of \$50.00.**
  - a) Any damage or loss to the facility, employee(s), or properties, due to loss or non-return of a key, could also result in additional fees and charges being levied at the discretion of the FCES District Board.

## **RULES**

1. All groups hosting meetings at the extension office must sign or have on file an anti-discrimination form prior to meeting. (See attached)
2. Room reservations may not be transferred, assigned or sublet.
3. The Extension Agents, or a duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
4. The reservation applicant shall observe, obey and comply with all applicable city, county, state and federal laws, rules, and regulations, and any specific use 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.).
5. The Franklin County Extension Council/Board is not responsible for accidents, injury, illness, or loss of group or individual property. The Franklin 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 involved food or is inherently hazardous to life or property.
6. Reservations are ONLY for the time stated on application form. Please do not expect to use facility before or after the time stated on reservation and all people in group must be vacated by 11:00 p.m.
7. All meals must be catered. Special permission to use the cooking facilities may be granted with written approval from an Agent.
8. Coffee pots are available for use in each meeting room. Groups should furnish their own coffee, paper products, condiments, etc.
9. Please allow and reserve adequate time for set-up and clean-up.
10. Reservation is granted on condition that if facility is needed for an Extension function, grantee agrees to forgo use of facility, with two week advanced notice.
11. All persons using the Extension facilities shall be properly clothed, including shirts and shoes at all times.
12. Do not scoot, pull, or drag tables or chairs on the carpet or tile floors. Pick up chairs and tables when they need to be moved.
13. Room temperatures should be maintained between 68 and 72 degrees. Please do not make extreme adjustments with the thermostats. Exterior doors should not be propped open for arrival of attendees or during meetings.
14. Drugs, smoking or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises and will be asked to leave immediately.
15. No decorations, charts, posters, etc. may be attached to the walls, facings, or doors. No tape, pins, nails, etc. should be used or attached to the walls, facings, or doors.
16. Any user or group damaging property or equipment is responsible for the cost of the repair or replacement. All repairs/replacements will be arranged by Extension personnel.
17. User will arrange room for their needs upon arrival. Room may be left the way it was used

unless additional tables and chairs were set up, then these are to be returned to the storage racks. A maximum of 10 table and 20 chairs is to be left out after cleanup.

18. If floor and tables are dirty as a result of the meeting, please sweep/run vacuum, wipe off tables, etc. Clean up your mess. All leftover food is to be removed from the premises and may not be left in refrigerators or cabinets

19. Failure to comply with these basic housekeeping functions creates an unnecessary burden for the next group scheduled to utilize the facilities as well as the janitorial staff. **Continual disregard will result in suspension of meeting room privileges.**

20. Groups composed of participants age 13 and under must be supervised by one adult for each ten children at all times while they are using the facility. The reservations must be made by one of the adults supervising the function.

21. Groups composed of participants ages 14-18 must be supervised by one adult for each 15 youth at all times while they are using the facility. The reservation must be made by one of adults supervising the function.

22. 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 in the future.

23. Please call and cancel if you do not wish to use the room after it has been reserved.

24. All groups must park on the side or around back during business hours. Park ONLY in marked parking spaces. Do not park on the sidewalk, lawn, or in unmarked areas. The Extension Service/District Board is not responsible for accidents or damage to personal property, individuals, or vehicles. Overflow parking is available next door at the USDA offices with prior approval.

25. The Franklin County Extension office does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.

26. Groups that do not return the room to the condition described per their "contract" will be charged a minimum of \$28.00 per hour to reimburse janitorial services for same (tables, chairs, floors, blinds, counters, refrigerators, coffee makers, dishwasher, utensils, plates, glasses, etc). Groups that are unable to meet this condition within their membership can schedule these services when reserving room (a MINIMUM of one week in advance) for \$14.00 per hour.

27. Groups that will be serving food must indicate such when reserving room. Excessive food trash will need to be taken to dumpster behind building. Items placed in dishwasher and sinks will need to be properly stored when clean and are the responsibility of the group.

28. Items, articles, literature, etc left behind afterwards will be properly disposed of, recycled or otherwise dealt with at the discretion of the Extension Office Staff.

29. Failure to make a reasonable and timely effort as stated above or to communicate otherwise may result in the group's privileges being revoked.

30. In case of emergency, contact Keenan Bishop at 502-803-5117, Kim Cowherd at (502) 545-1492 and/or call 911.

Date \_\_\_\_\_

FRANKLIN COUNTY EXTENSION EDUCATION CENTER  
MEETING ROOMS

**Short-Term Reservation Form**

Agent or Authorized person requesting room \_\_\_\_\_

Title \_\_\_\_\_

Name of Group \_\_\_\_\_

Name of Meeting as advertised \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Estimated Number in Group \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose \_\_\_\_\_

Check Accommodations Needed:	Fees (price per each day)	
	Profit	Non-Profit
_____ Meeting Room A/B (enter double doors on right front of building)	\$150.00	\$125.00
_____ Meeting Room C (enter door on left front side of building)	\$100.00	\$ 50.00
_____ Meeting Room D (enter door on left front side of building)	\$100.00	\$ 50.00
_____ Meeting Room E/F (enter door on left front side of building)	\$150.00	\$100.00
_____ Meeting Room G (lower level) (enter double doors in the back of building)	\$125.00	\$ 75.00

I acknowledge by my signature that I understand and accept all rules and regulations herein set forth.

\_\_\_\_\_  
Signature of Agent or Person Making Request

\_\_\_\_\_  
Printed Name of Agent or Person Making Request

\_\_\_\_\_  
Address

(Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Fees are payable to:  
Franklin County Extension Service (FCES)  
101 Lakeview Court  
Frankfort, KY 40601  
502-695-9035  
Fax-502-695-9309

Total Fee \$ \_\_\_\_\_

(This copy is your invoice for payment)

## STATEMENT OF COMPLIANCE IN NONDISCRIMINATING CONDUCT OF EXTENSION SPONSORED GROUPS

July 1, 2010 – June 30, 2011

This is to certify that

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(Organization/Group Name)

does not discriminate in its' membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin.

Signed:

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President/Chairman/Leader

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Mailing Address of Group

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Contact Phone Number

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Email Address of Contact Person

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Date Signed