

# Green County Cooperative Extension Service Education Facility Meeting Room Checklist

**Demonstration Kitchen**       **Meeting Room**

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

### Meeting Room Checklist

**Cleaning supplies and garbage bags are available in pantry and/or hall closet**

- \_\_\_\_\_ All kitchen equipment used is turned off, cleaned and in its relative station.
- \_\_\_\_\_ I have completed the checklist at each kitchen station (3) and everything is in its relative place.
- \_\_\_\_\_ All trash is emptied and placed in dumpster located at outside buildings.
- \_\_\_\_\_ Trash cans have been relined with new garbage bags.
- \_\_\_\_\_ All counter space and tables have been wiped down with a cleaning product.
- \_\_\_\_\_ Floors have been swept to remove dirt, food, or other debris.
- \_\_\_\_\_ Refrigerator is free of food and wiped out.
- \_\_\_\_\_ Side of kitchen cabinet is wiped down and clean.
- \_\_\_\_\_ Stove burners and ovens are clean, free of food and crumbs.
- \_\_\_\_\_ All dirty dishtowels have been placed in the pantry laundry basket.
- \_\_\_\_\_ All small appliances (coffee maker, AV equip., etc.) are clean, turned off and unplugged.
- \_\_\_\_\_ Dishwasher is empty with all dishes returned to their location.
- \_\_\_\_\_ AV equipment has been turned off and left in room, in original working condition.
- \_\_\_\_\_ All restroom facilities are free of trash on the floors, flushed, with the water and lights turned off.
- \_\_\_\_\_ Tables/chairs are arranged in original order.
- \_\_\_\_\_ All doors have been locked and secured.
- \_\_\_\_\_ All lights have been turned off.
- \_\_\_\_\_ Key and this signed checklist returned by 11:00 a.m. next business day.
- \_\_\_\_\_ No Extension property has been removed from premises.
- \_\_\_\_\_ All personal items have been removed.

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 11:00 a.m. the next business day.**

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



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# Green 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 Green County Extension Service Education Facility. The rooms covered in these policies include: meeting room, demonstration kitchen, 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.

## 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 – Green County Cooperative Extension Groups

Green County Cooperative Extension groups and multi county Extension organization involving Green 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 Green 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 Green County Extension Office. Reservation of meeting rooms requires the approval of a Green 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.

### 2. Second priority user – Educational/Government/Non-Profit Groups

Groups that qualify for non-profit or tax exempt status presenting educational, training seminars, city, county or state government have second priority for reserving and using the meeting rooms at the Extension facility. *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 Green County Extension office.* A \$150 deposit per meeting room and \$50 rental fee per meeting room is required before date is placed on the calendar and a key is picked up. To secure a date before 3 months the rental fee is \$100. No meeting rooms shall be reserved longer than 6 months in advanced. The full deposit will be refunded when room is left in original condition and the key is returned by 11:00 a.m. the next business day.

### 3. Third priority user – Commercial/For Profit Groups/Social Events/Private Functions

Commercial, for profit groups, social events and private functions have third priority for reserving and using the meeting rooms at the Extension facility. *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 Green County Extension office.* A \$150 deposit per meeting room and \$100 rental fee per meeting room is required before date is secure on the calendar and a key is picked up. To secure a date before 3 months the rental fee will be \$200. No meeting rooms shall be reserved longer than 6 months in advanced. The full deposit will be refunded when room is left in original condition and the key is returned by 11:00 a.m. the next business day.

## GROUP REGULATIONS

**You must cancel at least 2 weeks prior to your scheduled date to receive a full refund of the deposit and rental fees. If you do not cancel at least 2 weeks prior to your scheduled date you will receive your rental fee, but forfeit your deposit.**

### TIMES

In order to accommodate the schedules of our clientele, the facilities can be reserved for a variety of days and times. Our normal business hours are 7:30 a.m. - 4:00 p.m. and we are closed for lunch at noon every Monday thru Friday. We are closed for holidays. No meeting shall begin before 7:30 a.m. and must be concluded by 11:00 p.m.

**If a group has reserved a room for 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 3:30 p.m. The key will be due back by 11:00 a.m. the next business day.**

### 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, deposit and rental fees paid, and on file at the Green 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 Green County Extension staff support.
5. Facility reservations can not be transferred, reassigned, or sublet.

**The Extension District Board accepts no responsibility for any loss, injury or damage to persons or property arising from facility use. Educational programs of the Cooperative Extension Service and at the Extension facility shall serve all persons without regard to race, color, age, sex, religion, disability, or national origin.**

**If for any reason you cannot bring the key back by 11:00 a.m. the next business day, place the key on the hook beside the door along with the completed checklist form. If the room is left in original condition the deposit check will be mailed to you.**

## 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 side 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 outside dumpster located by the outdoor buildings on the side of the warehouse.
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. **A mandatory Meeting Room Checklist and the key shall be returned to the Extension Office 11:00 a.m. 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 are not allowed in the building. Under no circumstances shall an intoxicated person be permitted on the premises.
10. No smoking inside the building. Smoking materials shall be properly disposed of in provided containers and are located outside of the entrances.
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 Green 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 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. Condiments, coffee, paper goods, utensils and other beverage and food service items shall be provided by the group using the kitchen. A coffee maker is provided.
22. No chairs, tables, or property of the Green County Extension Office are to be removed from the building.

# Green County Cooperative Extension Service Education Facility Meeting Room Reservation Form

Please read the attached meeting room policy and rules. Sign the form, answer the following questions and return to the Green County Extension Service, 298 Happyville Road, Greensburg, KY 42743.

Date Requested \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_

Applicant Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (home) \_\_\_\_\_  
(cell) \_\_\_\_\_

Address \_\_\_\_\_

Meeting Purpose \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Will any food be served? Yes \_\_\_\_\_  
No \_\_\_\_\_

Will a fee be charged to participants? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain why:

\_\_\_\_\_  
\_\_\_\_\_

I have read the meeting room policy regarding use of Extension facilities and equipment and agree to adhere to the policy statement.

Signature of Person Making Request \_\_\_\_\_

Fees are payable to: **Green County Extension Office**

Total Deposit: \$ \_\_\_\_\_ Total Rental Fee: \$ \_\_\_\_\_

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Office Use Only

Room Assigned: Demonstration Kitchen (only) \_\_\_\_\_ Large Meeting Room (only) \_\_\_\_\_  
Demonstration Kitchen/Large Meeting Room \_\_\_\_\_

KEY ISSUED: Date taken \_\_\_\_\_ Date returned \_\_\_\_\_

Total Deposit Refund: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_



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