

**Marshall County Extension Service**  
**Meeting Room Policy**  
Effective as of July 1, 2009

The policies set forth in this document apply to anyone reserving a meeting room at the Marshall County Extension Office located at 1933 Mayfield Highway, Benton, Kentucky. The rooms covered in these policies include the meeting room and the kitchen. These policies will serve as guidelines for meeting room 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.

**The meeting facilities of the Marshall County Extension Office have a primary purpose of meeting the educational needs of Extension sponsored activities. Outside groups may reserve and use the meeting rooms for educational programs/activities;** however, the Marshall County Extension Service and its affiliated organizations (ie, District Board, County Extension Council, 4-H, Homemakers, Ag Development Council, Master Gardeners, etc.) accepts no responsibility for any loss, injury, or damage to persons or property arising from facilities use. Educational programs of the Cooperative Extension Service and at the Extension facility shall serve all people regardless of race, color, age, sex, religion, disability, or national origin. Signing the rental form is indicative of your compliance with these regulations

**DEFINITION OF USER GROUPS (Effective 7/1/09)**

**First Priority Users – Marshall County Cooperative Extension Groups**

Marshall County Cooperative Extension Groups and multi-county Extension organizations involving Marshall County Extension groups have first priority in reserving the meeting rooms at the Extension facility. At least one Marshall County Extension Agent is directly involved with the organization/program. (The agent does not need to be present at the activity.) These groups include, but are not limited to: the Marshall County Extension Council, the District Board, the County 4-H Council, County 4-H Clubs, Extension Homemaker Clubs, the Extension Homemakers' Advisory Council, agriculture advisory groups, Extension staff development activities, and programs being directly coordinated by a Marshall County Extension Agent. These groups will be able to reserve the meeting rooms up to 12 months in advance with agent approval. No deposit or rental fee.

**Second Priority Users – Marshall County Cooperative Extension Support Groups**

Support groups are those organizations outside the umbrella and program definition of Marshall County Extension who are related to its efforts. These could be commodity groups, advisory councils, organizations that have a significant or unique tie to Extension (e.g., USDA, NRCS, Fair Board, Marshall County Government, CPPC, Domestic Violence Task Force, Drug Court, etc). At least one Marshall County Extension Agent directly involved with the organization/program. The agent does not need to be present at the activity. (If the program does not directly tie to Extension, then the group could be moved to "Third Priority User" for said program/activity.) These groups will be able to reserve the meeting rooms up to 90 days (3 months) in advance with agent approval. No rental fee. A \$75 deposit is due at the time of the reservation. The deposit will be returned if the meeting room is left in a clean and orderly condition.



### **Third Priority Users – Non-Profit Groups**

Civic, educational, government, university, religious, and cultural organizations that have qualified and received notification of their non-profit tax-exempt status under Section 501 of the Internal Revenue Code. Groups whose purpose would make them eligible for non-profit status under the IRS definition, but do not have a notification will be charged the supply fee plus a \$75 deposit if approved in advance by the Marshall County Extension District Board and/or Extension Agents.

Third Priority Users may schedule the meeting room up to 60 days (2 months) in advance; however, can still be moved for a Priority I or II meeting with 30 days notice.

Third Priority Users will be assessed a supply fee to help cover utility, janitorial, and supply costs. The supply fee will be \$25 per day plus a \$75 deposit is due at the time of the reservation. The deposit will be returned if the meeting room is left in a clean and orderly condition.

### **Fourth Priority Users – For Profit Groups & Private Functions**

For profit groups presenting educational, business, and training seminars will have fourth priority for reserving and using the meeting room at the Marshall County Extension office. Private functions include, but are not limited to: baby or wedding showers, receptions held by others who are not Priority I, II, or III users (e.g., wedding receptions), family reunions, social affairs, sorority/fraternity functions, etc.

Fourth Priority User groups may schedule the meeting room up to 60 days in advance; however, can still be moved for a Priority I or II meeting with 30 days notice.

Fourth Priority Users will be assessed a rental fee of \$150 per day. A \$75 refundable deposit is due at the time of the reservation. This deposit will be returned if the meeting room is left in a clean and orderly condition.

### **Political Fundraisers and/or Partisan Political Activities/Programs (Effective 7/1/09)**

Since the Marshall County Extension Service's primary purpose is to serve as an educational resource for our community and as part of its partnership with the University of Kentucky, political fund raisers and/or partisan political meetings shall not be used to endorse, promote, or support any political candidate or political party. Extension Service facilities may be used as a public forum to which all candidates shall be invited to participate. In other words, no political fundraisers and/or partisan political events can be held at the Marshall County Extension office.

## **RESERVATIONS / USER FEES / CANCELLATION POLICY**

1. Reservations will be kept by the Marshall County Extension secretarial staff (270-527-3285). Pick-up key before 4:00pm for night meetings. Weekend meetings must pick-up key on Friday.
2. As of 7/1/09, reservations will be on a first-come, first-serve basis with the County Extension Service receiving priority. (See definition of user groups.) Summary is provided below:

<i><u>Priority Ranking</u></i>	<i><u>May schedule an activity up to...</u></i>
1 <sup>st</sup> Priority	12 months in advance with Agent approval
2 <sup>nd</sup> Priority	90 days (3 months) in advance with Agent approval
3 <sup>rd</sup> Priority	60 days (2 months) in advance
4 <sup>th</sup> Priority	60 days (2 months) in advance

3. An Extension program (1<sup>st</sup> Priority ranking) can pre-empt a 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Priority User Group with 30 days advanced notice with Agent approval.
4. Continuing meeting dates (certain day of each month) will not be granted unless Agent related.
5. **All requests for the use of the Marshall County Extension Service facilities are to be submitted on the appropriate forms. Forms may be obtained from the Extension Office during business hours (8:00am-4:30pmCT / Monday-Friday). Phone reservations will only be held for 30 days. If forms and any applicable deposit are not received by the end of the 30 days, the reservation will be cancelled.**
6. The Marshall County Extension Office is not available for rent from December 24<sup>th</sup> – January 1<sup>st</sup>. All other Holiday weekends will be scheduled with Agent approval.
7. As of 7/1/09, Fees for User Groups is as below:

<i><u>Priority Ranking</u></i>	<i><u>Fees/Deposits</u></i>
1 <sup>st</sup> Priority	No deposit or rental fee
2 <sup>nd</sup> Priority	\$75 deposit / No rental fee
3 <sup>rd</sup> Priority	\$75 deposit / \$25 Supply Fee per Day
4 <sup>th</sup> Priority	\$75 deposit / \$150 Rental Fee per Day

8. Videoconferencing fee will be \$500.00 plus room rental for 3<sup>rd</sup> & 4<sup>th</sup> Priority User Groups. Scheduling is upon availability of authorized Extension personnel only.
9. Payment of rent shall be made prior to the event and in addition to the deposit fee. All fees shall be made payable to: Marshall County Extension Service.

10. **Effective 7/1/09, due to the increased demand for the Marshall County Extension Service's meeting rooms a cancellation policy has been developed. If your organization needs to cancel a previously reserved date, then the cancellation must be received within five (5) business days of the reservation for a full refund of deposit and any paid fees. The cancellation may be by phone, e-mail, or fax. If the cancellation is received after the five business days, then the deposit will not be refunded.** The only exceptions for a cancellation after the five day grace period will be for severe weather (Marshall County Schools out or dismissed early due to weather), acts of nature (e.g., earthquake), local or national states of emergency, and/or an emergency at or closing of the Marshall County Extension Service facility (e.g, snow/ice, water leak, power outage, etc.).

### **RULES**

1. Drugs or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises. Tobacco products may not be used in the building. Cigarette butts must be disposed in the proper receptacles provided.
2. Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
3. All non Extension meetings with food must either be catered or prepared at home as the kitchen facilities are not to be used for food preparation.
4. Refreshments/coffee is the responsibility of the user group. The Marshall County Extension Service will not provide any kitchen or eating utensils such as paper products, dishes, or flatware unless previously arranged.
5. User is responsible for proper disposal of all garbage and removal from property or to the green box near the Slickback Road entrance. A vacuum is available for your use and is located in the storage room.
6. **User is responsible for the pick up and return of keys** if the meeting is at a time when no authorized Extension personnel will be in the building. **Keys must be returned by 4:00 p.m. the next business day. You may leave the key in the drop box located outside the front doors. Your deposit will need to be picked up or you will need to let us know if you want the check mailed back to you.**
7. Building must be vacated by 10:30 p.m. except for meetings involving an Extension Agent.
8. Groups composed of age 13 and under must be supervised by one adult for each 10 children at all times while they are using the facility. Groups composed of ages 14-18 must be supervised by one adult for each 15 youth at all times while they are using the facility.
9. Appropriate behavior must be maintained. Disruptive behavior could result in future denial of use of the facility.
10. **Do not scoot, pull, or drag tables or chairs on the floors.** Pick up chairs and tables when they need to be moved.
11. The room is maintained at the preset temperature. Only Extension personnel have access

to the thermostat.

12. **No decorations, charts, posters, etc. can be attached to any wall, facing, or door.**
13. **Do not move or adjust room divider.**
14. Extension staff has free access to the premises at all times.
15. **Extension personnel are directed not to handle incoming calls (except emergencies), make copies, send faxes, or authorize use of office phones or other equipment.**
16. **All videoconferencing and computer equipment are to be used only under the direct supervision of authorized Extension personnel.**
17. 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.)
18. Reservations are ONLY for the time stated on the application form.
19. Reservation is granted on condition that if facility is needed for an Extension function, grantee agrees to forgo use of facility, with advance notice.
20. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel.
21. Weapons shall not be allowed in the building or on the premises (exceptions may be made for special projects such as 4-H Shooting Sports or similar educational activities.)
22. No concealed weapons shall be allowed in the building with the exception of security or law enforcement officers.
23. No pyrotechnics shall be allowed on the premises.
24. For the safety of all persons using the facility, proper behavior shall be expected (no horseplay, climbing on furnishings, etc.).
25. **The Marshall County Extension Service does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in the provision of services. Each group reserving the building must comply by these same guidelines. If the group renting the facility does not agree with this policy, then said group will be denied access to the facility.**

**MARSHALL COUNTY EXTENSION SERVICE  
ROOM RESERVATION FORM**

As of 7/1/09

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

Estimated Number of Participants \_\_\_\_\_

Contact Person \_\_\_\_\_

Event \_\_\_\_\_

Date of Activity \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Has your organization qualified and received notification of non-profit tax-exempt status under Section 501 of the Internal Revenue Code? \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Needs

TV \_\_\_\_\_ \*Videoconferencing \_\_\_\_\_

VCR \_\_\_\_\_ \*Media Director's Station \_\_\_\_\_

DVD \_\_\_\_\_ \*Internet Access \_\_\_\_\_

Microphone \_\_\_\_\_ (\* will need prior arrangements)

Kitchen \_\_\_\_\_

List other needs \_\_\_\_\_

**FEES**

Deposit \_\_\_\_\_

*User Groups with 3<sup>rd</sup> & 4<sup>th</sup> Priority Ranking must pay deposit with reservation. All other fees are due prior to the event.*

Room Fee \_\_\_\_\_ (payable before event)

Videoconferencing \_\_\_\_\_

Total \_\_\_\_\_

Make check payable to: Marshall County Extension Service  
1933 Mayfield Hwy, Benton KY 42025  
Phone: (270) 527-3285 / Fax: (270) 527-1555

I acknowledge by my signature that I understand and accept all the rules and regulations herein set forth. I also acknowledge that the organization/individual who is renting the building does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in the provision of services.

\_\_\_\_\_  
Signature Date Phone number

**Office Use Only**

*Date & Initials of Staff Person who Received Reservation Form:* \_\_\_\_\_

*Date & Initials of Staff Person who Received Deposit:* \_\_\_\_\_

*Date & Initials of Staff Person who Received Cancellation (If Applicable):* \_\_\_\_\_

*Date & Initials of Staff Person who Refunded the Deposit (If Applicable):* \_\_\_\_\_

**MARSHALL COUNTY EXTENSION OFFICE  
MEETING ROOM RENTAL CHECK LIST**

Please check that the following items are complete before you leave our facility. Our staff will also check the list so that things will be ready for others using our facility. **Be sure to leave this checklist, along with the key, with the Extension office secretary.**

<u>Staff (/)</u>	<u>User (/)</u>	
_____	_____	Approximately twelve tables and 60 chairs will be left out in the meeting room.
_____	_____	All surfaces (tables and chairs) must be clean. Cleaning supplies may be found in janitor's closet.
_____	_____	Clean up floor areas (sweep, mop and vacuum).
_____	_____	If kitchen window is opened, check to be sure it is closed and locked.
_____	_____	Turn off lights.
_____	_____	Check bathrooms to be sure toilets are flushed and cleaned and no water is running.
_____	_____	Take all garbage to dumpster at Slickback Road entrance. Be sure to place new trash bags in containers. Bags are located in janitor's closet.
_____	_____	If using kitchen, all items (coffee pot, range, sinks, cabinets, etc.) must be clean.
_____	_____	Check refrigerator to see that all food you brought has been removed.
_____	_____	Be sure all doors are locked and latched securely.

Please list anything that you think we need to attend to, such as an appliance not working or other problems.

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We are proud of our facility. Thank you for helping to keep our room in good condition.

Signature of person responsible for group \_\_\_\_\_ Date \_\_\_\_\_

County Staff checking room \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_