

**Warren County Extension Service**  
**Educational Center**  
**Meeting Room Policies**  
Revised March 6, 2009

**DECLARATION:**

The policies set forth in this document apply to everyone who reserves a meeting room at the Warren County Extension Office. The rooms covered in these policies include: two conference rooms--the Griffin Room; the Buchanon Room, including the demonstration kitchen; and the small Board Room. 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.

**USER GROUPS IN PRIORITY**

Groups scheduling meeting rooms (for meetings not in connection with a Warren County Extension agent) must complete the required reservation form and submit to the Extension Office. Non-Extension sponsored groups may be pre-empted by a Warren County Extension agent with fifteen days notice.

**Warren County Extension Groups**

Warren County Extension groups have first priority in reserving the rooms. These groups will be able to reserve the conference rooms and/or Board Room up to 60 days in advance, with no agent present, with a completed reservation form on file at the Warren County Extension Office. These groups include, but are not limited to: the County Extension Council, the District Board, the 4-H Council, county 4-H Clubs, county Homemaker Clubs, the Homemakers Council, agricultural advisory and commodity groups. **Reservation of the Board Room requires approval of a Warren County agent.**

**District and State Extension Groups**

Any district or state Extension group will have second priority in reserving the conference rooms and/or Board Room at the Extension office. These groups will also be able to reserve a room 60 days in advance, with no agent being present, with a completed reservation form on file at the Warren County Extension Office. **Reservation of the Board Room requires approval of a Warren County agent.**

**Warren County Extension Related Groups**

Warren County groups that do not directly fall under the guidance of the Extension Office, but whose programs are closely related to the Extension purpose, have third priority in reserving a meeting room at the Extension office. These groups are allowed to reserve the conference rooms only and may reserve a room up to 30 days in advance, with no agent being present.

**Nonprofit Groups**

Civic, educational, government, university and cultural organizations are allowed to reserve, for educational purposes, only the conference rooms at the Extension Office. Such organizations may schedule a conference room up to 30 days in advance. **Non-profit groups will be assessed a supply fee to help cover utility, janitorial and supply costs. The fee will be \$25.00 for one conference room and \$40.00 for both conference rooms. Fees need to be paid at time of reservation. Cancellation of a reservation must have a 7 day notice to receive supply fee refund.**

**No Private Functions will be allowed.**

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

**FOR SECURITY PURPOSES NO WIRELESS INTERNET WILL BE PROVIDED**

**NO POLITICAL MEETINGS OR FUND RAISERS WILL BE ALLOWED.**

**TIMES**

In order to accommodate the schedules of our clientele, the conference rooms and/or Board Room can be reserved for a variety of days and times. No meeting shall begin before 9:00 a.m. on a business day. Meetings must conclude by 11:00 p.m. A time list follows:

1. Regular business hours meeting: Monday-Friday, 9:00 a.m.-4:30 p.m.
2. After hours meeting: Monday-Friday, 4:30 p.m.-11:00 p.m.
3. Weekend meeting: Saturday and/or Sunday, 9:00 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 \$25.00 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 and on file at the Warren County Extension Office.**
3. The person making the reservation must be at least 18 years of age.
4. The reservation will be kept by the Warren County Extension secretarial staff.
5. Extension facilities will be unavailable from December 24-January 1.
6. Reservations can not be transferred, reassigned, or sublet.
7. Cancellations must be made 7 days in advance to receive supply fee refund.

## 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 or adjoining gravel lot. Please leave parking at the front of the building available for short-term visits.
3. **Please bring all office supplies needed to carry out the meeting.** Duplicating equipment, audio-visual equipment, telephones, pencils, paper, etc., are not available for use by groups.
4. Food and drinks are permitted in the meeting rooms. All waste should be placed in the trashcans. The trashcans should be emptied, re-lined with plastic trash bags (provided by the Extension Office), and trash should be placed in the dumpster in back of the office. All empty drink cans should be placed in the recycling bin.
5. 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 \$25.00 fine against the group which reserved the room. **A mandatory Meeting Room Checklist is to be returned to the Extension Office at the end of each meeting.**
6. All meetings must be concluded by 11:00 p.m. The leaders should remain until all participants have left.
7. All lights in the meeting rooms and restrooms are to be turned off at the end of the meeting.
8. All persons using the Extension facilities shall be properly clothed, including shirts and shoes.
9. Do not scoot, pull, or drag tables or chairs on the carpet or tile floors. Pick up the chairs and tables when they need to be moved.
10. Alcohol and illegal drugs are not allowed in the building. Under no circumstances should an intoxicated person be permitted on the premises.
11. No decorations, charts, posters, etc., can be attached to the walls, facings, or doors.
12. Any damages to property and/or equipment are the sole responsibility of the group reserving the room. All repairs will be arranged by Extension personnel with the cost being billed to the group responsible.
13. Groups that have members under the age of 14 are to have 1 adult to supervise every 10 members at all times. Groups that have members from age 14-17 are to have 1 adult for every 15 members at all times.
14. All meals must be catered. A kitchen is available with the Buchanon Room for food storage during the meeting, warm-ups, and drink service if a group requests that it 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 are to be provided by the group using the kitchen.**
15. The Warren County Extension Office does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.
16. The Warren County Extension Service will not be held responsible for any accidents or lost items incurred while a group is on the property.

## **KITCHEN POLICY**

The Warren County Extension Office has a demonstration kitchen that can be used for food warm-ups, food storage during the meeting, and drink preparation for groups that request it.

Any meals must be catered.

All kitchen supplies and equipment, including coffee, condiments, paper goods, cups and other beverage and food service items, are to be provided by the group using the kitchen.

Please clean and return to their labeled location any kitchen utensils or supplies that are used.

We ask that you abide by the following procedures to 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, let it complete a full cycle.
2. \_\_\_\_\_ Check the dishwasher, remove and put away clean dishes.
3. \_\_\_\_\_ Clean all surfaces that you used, including: range, oven, sink, microwave, countertop, cabinets, etc.
4. \_\_\_\_\_ Put everything in its proper place as labeled.
5. \_\_\_\_\_ Bag your garbage and take to the dumpster out back. Replace plastic liners (provided by the Extension Office) in trash cans.
6. \_\_\_\_\_ Remove any of your group’s leftover food from refrigerator.
7. \_\_\_\_\_ Turn off all appliances and lights in kitchen.
8. \_\_\_\_\_ Clean tables and sweep floor.
9. \_\_\_\_\_ Refill ice cube trays if you used them.

**WARREN COUNTY EXTENSION OFFICE  
CANCELLATION OF CONFERENCE ROOM RESERVATION  
(FOR PROFIT GROUPS ONLY)**

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

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

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

I hereby acknowledge with my signature that the above mentioned organization has canceled our reservation with the Warren County Extension Service for use of a conference room on the aforementioned date, and that the room charge, if applicable, has been returned.

SIGNATURE \_\_\_\_\_

WARREN COUNTY EXTENSION OFFICE  
MEETING ROOM RESERVATION FORM

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

\_\_\_\_\_ EXTENSION    \_\_\_\_\_ EXTENSION RELATED    \_\_\_\_\_ NONPROFIT

TODAY'S DATE \_\_\_\_\_ ROOM RESERVATION DATE \_\_\_\_\_

ROOM(S) REQUESTED:

\_\_\_\_\_ BUCHANON CONFERENCE ROOM

\_\_\_\_\_ KITCHEN FACILITIES

\_\_\_\_\_ GRIFFIN CONFERENCE ROOM

\_\_\_\_\_ BOARD ROOM  
(With Warren County Agent  
Approval)

TOTAL NUMBER OF  
PEOPLE EXPECTED \_\_\_\_\_

AGENT \_\_\_\_\_

**Audio visual equipment, office supplies, copies, telephones and kitchen supplies WILL NOT be provided by the Extension Office. Please bring all necessary supplies & equipment to conduct your meeting.**

I acknowledge that by signing this form that I understand and will abide by all rules and regulations as set forth in the Warren County Extension Service Meeting Room Policies.

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_

BRING IN OR MAIL TO: WARREN COUNTY EXTENSION OFFICE  
3132 NASHVILLE ROAD  
BOWLING GREEN, KY 42101

OR FAX TO: 270-842-1684

‡ This form and the Meeting Room policies are available on the Internet at [ces.ca.uky.edu/warren/aboutus](http://ces.ca.uky.edu/warren/aboutus)

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**OFFICE USE ONLY:**

\_\_\_\_\_ DATE KEY PICKED UP

\_\_\_\_\_ DATE KEY RETURNED

KEY NOT RETURNED \_\_\_\_\_  
(\$25.00 FEE)

\_\_\_\_\_ MEETING ROOM CHECKLIST RETURNED

