

# Warren County Extension Service Educational Center

## Meeting Room Policies

Revised August 29, 2019

The policies set forth in this document apply to everyone who reserves a meeting room at the Warren County Extension Office (WCEO). All rooms require prior approval for use. The rooms covered in this policy include:

- Warren County Farm Bureau Meeting Room (*holds 100 people*)
- Meeting Room B (*holds 100 people*). *Includes a stage.*
- Meeting Room C (*holds 100 people*)
- Board Room (*holds 25 people*).
- Commercial Kitchen

Groups scheduling rooms for meetings **NOT** in connection with a Warren County Extension agent must complete the required reservation form and submit it to the WCEO. Non-Extension sponsored groups may be removed by a Warren County Extension agent with fifteen days' notice. Groups will be authorized to use the WCEO meeting rooms in the order listed below.

### 1. Warren County Extension Groups

These groups will be able to reserve rooms anytime, with no agent present, with a completed reservation form on file at WCEO. These groups include, but are not limited to: County Extension Council, District Board, 4-H Council, county 4-H Clubs, county Homemaker Clubs, Homemakers Council, Master Gardeners, Extension program councils, agricultural advisory and commodity groups.

### 2. Warren County Extension Partners and District & State Extension Groups

Any extension partners, district or state groups will also be able to reserve a room 6 months in advance, with no agent being present, with a completed reservation form on file at the WCEO. Groups that do not directly fall under the guidance of the WCEO, but whose programs are closely related to the Extension efforts are allowed to reserve a meeting room. Cancellation of a reservation must be received 7 days prior in order to receive a full refund.

- \$25/ per large meeting room or board room
- \$75 for kitchen (if needed)

**\*\* \$110 mandatory cleaning fee deposit is required upon renting of the room and will be returned at the conclusion of the meeting if all cleaning requirements have been met.**

### 3. Non-Profit Groups\*

Civic, educational, government, university and cultural organizations will be allowed to reserve the meeting rooms at WCEO, for training/educational purposes only. Such organizations may schedule a meeting room up to 3 months in advance. Cancellation of a reservation must be received 7 days prior to meeting date in order to receive a full refund.

- \$100 for one meeting room or board room & \$75 kitchen charge (if needed)

**\*\* \$110 mandatory cleaning fee deposit is required upon renting of the room and will be returned at the conclusion of the meeting if all cleaning requirements have been met.**

**\* will be accessed to help cover utility, janitorial and supply cost. Fees need to be paid at time of reservation.**

### 4. For Profit Functions\*

Any other group that is not Non-Profit will be allowed to reserve a room 3 months in advance. Rooms will be rented based on availability. Cancellation of a reservation must have a 7 day notice to receive a fee refund.

- \$150 for one meeting room or board room & \$75 kitchen charge (if needed)
- \$450 for all 3 large meeting rooms with kitchen at no charge

**\*\* \$110 mandatory cleaning fee deposit is required upon renting of the room and will be returned at the conclusion of the meeting if all cleaning requirements have been met.**

**\* will be accessed to help cover utility, janitorial and supply cost. Fees need to be paid at time of reservation.**

**The Warren County Extension Office will NOT be available to rent to the following:**

- Political Meetings & Fundraisers
- Private Functions -- Private functions include, but are not limited to: baby and wedding showers, receptions, social affairs, sorority and fraternity functions, family reunions and religious functions.

**Meeting Room Reservations**

1. **Before a reservation will be confirmed, the meeting room reservation form must be completed and payment on file at the Warren County Extension Office.**
2. The reservation must be made within the allotted time period for the Non-profit / For Profit group.
3. The person making the reservation must be at least 18 years of age.
4. The reservation will be kept by WCEO secretarial staff.
5. Extension facilities will be unavailable from December 24-January 1.
6. Reservations cannot be transferred, reassigned, or sublet.
7. If a group has reserved a room for an after-hours or weekend meeting, a representative from the group must receive a code from the WCEO on the day of the meeting, or on the last business day before the meeting by 4:30 p.m.

**Meeting Room Guidelines**

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. 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.**
4. Food and drinks are permitted in the meeting rooms. Trash cans should be emptied, re-lined with plastic trash bags (available @ the WCEO in designated areas), 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. A mandatory Meeting Room Checklist is to be returned to the Extension Office at the end of each meeting. If not properly cleaned, a \$110.00 fee will be charged.
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 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. A kitchen is available to rent for food storage and warm-ups during the meeting. (See below for kitchen rules.) A coffee bar is available free of charge. 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. Make sure to read the kitchen policy for proper clean-up.
15. The WCEO does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status or physical or mental disability.
16. The WCEO will not be held responsible for any accidents or lost items incurred while a group is on the property.
17. Wireless internet is available in the meeting rooms; however, we are not responsible for any service issues that may occur (i.e. technical difficulties with server or interrupted services).
18. Make sure all entrance doors are locked before leaving the building after hours.

### **Kitchen/Coffee Bar Policy**

The Warren County Extension Office has a commercial kitchen that can be used for food warm-ups, food storage and catering during the meeting. The coffee bar is located in the hallway.

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 and coffee bar.

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. \_\_\_\_ Bag your garbage and take to the dumpster out back (locate dumpster on layout map).  
Replace plastic liners (provided by WCEO) in trash cans.
2. \_\_\_\_ Remove any of your group’s leftover food from refrigerator.
3. \_\_\_\_ Clean all surfaces that you used, including: range, oven, sink, microwave, countertop, cabinets, etc.
4. \_\_\_\_ Turn off all appliances and lights in kitchen.
5. \_\_\_\_ Clean tables and sweep floor.
6. \_\_\_\_ Put everything in its proper place as labeled.
7. \_\_\_\_ Empty & clean coffee pots.

# WARREN COUNTY EXTENSION OFFICE MEETING ROOM RESERVATION FORM

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

\_\_\_\_\_ DISTRICT & STATE EXTENSION      \_\_\_\_\_ EXTENSION PARTNERS      \_\_\_\_\_ NONPROFIT

\_\_\_\_\_ FOR PROFIT

TODAY'S DATE \_\_\_\_\_ ROOM RESERVATION DATE \_\_\_\_\_ TIME: \_\_\_\_\_ TO \_\_\_\_\_

ROOM(S) REQUESTED:

\_\_\_\_\_ WARREN COUNTY FARM BUREAU ROOM      \_\_\_\_\_ COMMERCIAL KITCHEN

\_\_\_\_\_ MEETING ROOM B      \_\_\_\_\_ MEETING ROOM C      \_\_\_\_\_ BOARD ROOM

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

**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 # \_\_\_\_\_

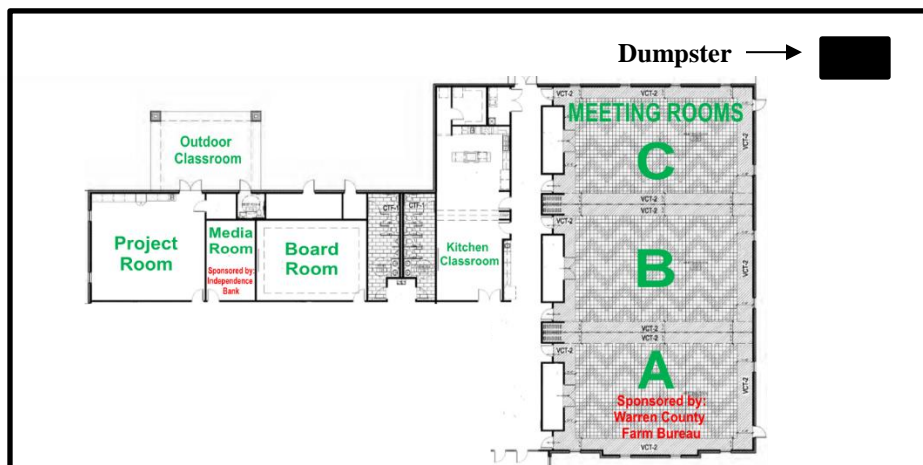
EMAIL \_\_\_\_\_

*Office Use Only:*  
\_\_\_\_ Fee Paid  
\_\_\_\_ Date Received  
\_\_\_\_ Door Code Received  
\_\_\_\_ Staff Initials

BRING IN OR MAIL TO: WARREN COUNTY EXTENSION OFFICE  
5162 RUSSELLVILLE ROAD, BOWLING GREEN, KY 42101

OR EMAIL TO: [warrences@gmail.com](mailto:warrences@gmail.com)

This form and the Meeting Room policies are available on the internet at [www.warrencountyextension.com](http://www.warrencountyextension.com)



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.