Warren County Extension Service Educational Center  
Meeting Room Policies  
Revised January, 2012

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 these policies include:

- Griffin Conference Room
- Buchanon Conference Room, including the demonstration kitchen
- Small Board Room

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 pre-empted 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 up to 60 days in advance, 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, agricultural advisory and commodity groups.

2. **District and State Extension Groups**
   Any district or state Extension group, 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 WCEO.

3. **Warren County Extension Non-Related Groups**
   Groups that do not directly fall under the guidance of the WCEO, but whose programs are closely related to the Extension purpose, 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.

4. **Non-Profit Groups**
   Civic, educational, government, university and cultural organizations will be allowed to reserve the conference rooms at WCEO, for educational purposes only. Such organizations may schedule a conference room up to 30 days in advance. Cancellation of a reservation must have a 7 day notice to receive fee refund.

   - $25 for one conference room
   - $50 for both conference rooms

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

5. **For Profit Functions**
   Any other group that is not Non-Profit. Rooms will be rented based on availability. Cancellation of a reservation must have a 7 day notice to receive fee refund.

   - $50 for one conference room
   - $100 for both rooms

   * 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.
Conference Room Reservations

1. Before a reservation will be confirmed, the meeting room reservation form must be completed and 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 pick up the key at the WCEO 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.**

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. For meetings during office hours, participants should park in the rear parking 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.** Copiers, audio-visual equipment, telephones, pencils, paper, etc., are not available for use by groups.
4. Food and drinks are permitted in the meeting rooms. **Trash cans should be emptied, re-lined with plastic trash bags (available @ the WCEO), 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 WCEO does not discriminate on the basis of race, color, national origin, sex religion, age, or disability in the provision of services.

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).

**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. _____ Bag your garbage and take to the dumpster out back. 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. _____ If dishwasher is used, let it complete a full cycle.

8. _____ Check the dishwasher, remove and put away clean dishes.
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 # _______________________________________

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/about us

OFFICE USE ONLY:

_______________ DATE KEY PICKED UP

_______________ DATE KEY RETURNED

KEY NOT RETURNED ______

($25.00 FEE)

__________ MEETING ROOM CHECKLIST RETURNED

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.