

Clark County Extension Service

Meeting Room Policy

Effective as of April 11th, 2024

Policies are subject to periodic evaluation by the Clark County Extension Council, Clark County District Board, and Clark County Extension staff.

The policies set forth in this document apply to anyone reserving a meeting room at the Clark County Extension Office located at 1400 Fortune Dr. Winchester, KY. The rooms covered in these policies include all meeting rooms. 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 Clark 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 Clark County Extension Service and its affiliated organizations (i.e., District Board, County Extension Council, 4-H, Homemakers, Ag Development Council, Master Gardeners, Master Clothing Volunteers, etc.) accepts no responsibility for any loss, injury, or damage to persons or property arising from facilities use.

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will 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 or retaliation for prior civil rights activities. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English.
Signing the reservation form is indicative of your compliance with these regulations.

DEFINITION OF USER GROUPS (Effective Date: March 25th, 2024)

First Priority Users –Clark County Cooperative Extension Groups

Clark County Cooperative Extension Groups and multi-county Extension organizations involving Clark County Extension groups have first priority in reserving the meeting rooms at the Extension facility. At least one Clark 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 Clark 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 Clark County Extension Agent. These groups will be able to reserve the meeting rooms up to 12 months in advance with agent approval.

Second Priority Users –Clark County Cooperative Extension Support Groups

Support groups are those organizations outside the umbrella and program definition of Clark 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, Clark County Government, Domestic Violence Task Force, Drug Court, State and Federal Agencies etc.). At least one Clark County Extension Agent is 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 but are not eligible to use the buildings on Friday evenings, Saturdays, or Sundays.

Third Priority Users – Non-Profit Groups

Third Priority Users are those civic, educational, government, university, and cultural organizations that have qualified and received notification of their non-profit tax-exempt status under Section 501 of the Internal Revenue Code. 501 C3 groups are included in this user group. Third Priority Users may schedule the meeting room up to 60 days (2 months) in advance if their meeting purpose is for educational and/or beneficial to the community. No Third Priority Users are eligible to use the buildings on Friday evenings, Saturdays, or Sundays. The Extension District Board /Agents will assess condition of the rented facility at the conclusion of the meeting.

Fourth Priority Users – For Profit Groups

Any For Profit groups functions that do not fall under the first three priorities will have access to the facility within this Fourth Priority User group. These groups can use the building for educational purposes. Fourth Priority Users may schedule the meeting room up to 60 days (2 months) in advance. . No Fourth Priority Users are eligible to use the buildings on Friday evenings, Saturdays, or Sundays.

No Private Functions Will Be Allowed

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

Political Fundraisers and/or Partisan Political Activities/Programs (Effective Date: March 25th, 2024)

Since the Clark 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 Clark County Extension office.

RESERVATIONS / CANCELLATION POLICY

1. Reservations will be kept by the Clark County Extension Support staff, by calling 859-744-4682. Door codes will be provided before the meeting.
2. 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 st Priority	12 months in advance with Agent approval
2 nd Priority	90 days (3 months) in advance with Agent approval
3 rd Priority	60 days (2 months) in advance
4 th Priority	60 days (2 months) in advance

3. Continuing meeting dates (certain day of each month) will not be granted unless Agent related.
4. **All requests for the use of the Clark 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-4:30pm EST/ Monday-Friday).**
5. The Clark County Extension Office is not available for reservation from December 24th – January 1st. All other holiday weekends will be scheduled with Agent approval.
6. **Meeting Room cancellation policy**

If your organization needs to cancel a previously reserved date, then the cancellation must be received no less than two business days before the reservation. The cancellation may be by phone, e-mail, or fax. If the cancellation is received less than two business days then the group may not be able to reserve buildings/rooms in the future. The only exceptions for a cancellation of less than (2) days prior to the event will be for severe weather (Clark 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 Clark County Extension Service facility (e.g., snow/ice, water leak, power outage, etc).

GUIDELINES FOR MAKING RESERVATIONS

1. Reservations will be kept by the Clark County Extension Service. Forms are available at the Extension office or on our website at: clark.ca.uky.edu
2. Scheduling will be done on a first-come/first-served basis with the County Extension Service receiving priority. *(See definitions of user groups.)*
3. No reservations for groups or organizations outside Clark County Extension shall be accepted more than two months (60 days) in advance, and no reservations on Friday evening, Saturday, or Sunday will be accepted for groups or organizations outside of Clark County Extension. Please see the above Priority User guidelines.
4. All requests for the use of the facilities are to be submitted on the appropriate forms. Forms may be obtained from the Extension office during business hours. **Your reservation is not complete until you receive a reservation confirmation from the Clark County Extension Office.**
5. Persons obtaining reservation must be 21 years of age or older and will be responsible for a group's conduct and respect for facility. Any groups who abuse the facility or violate rules and regulations will not be allowed to reserve the facility again. Charges for damage will be assessed.
6. Outside user groups must provide their own audio/visual equipment, unless Extension equipment is reserved in advance.
7. The Clark County Extension Office is closed from noon December 24 through January 1st. The facility will not be available for use during this period of time.
8. Failure to cancel a reservation could result in inability to reserve meeting rooms spaces in the future.
9. During office closures due to weather, those making the reservation understand that the Clark County Extension Office will also be closed to all groups.

BUILDING USE RULES

1. Room reservations may not be transferred, assigned, or sublet.
2. The Extension agents, or duly authorized representatives on duty, shall have the right to enter all facilities at all times during any and all occupancies.
3. The person making the reservation shall observe, obey, and comply with all applicable city, county, state, and federal laws, rules and regulations. All permits and licenses required for the intended use under the terms of this policy shall be procured by the reservation applicant *(health permits, etc.)*
4. The Clark County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. The Clark County Extension Council/District Board may require proof of insurance coverage at a county approved limit where the activity for which the reservation is sought involves food or is inherently hazardous to life or property.
5. Reservation is **ONLY** for the time stated on application form. Time for setup and cleanup should be allowed in the reservation request. Please do not expect to use the facility before or after the time stated on reservation. All members of the group must leave by the time reservation expires, and no groups are allowed to be in the building past 10:00pm.
6. All persons using the Extension facilities shall be properly clothed. Shirts and shoes are required.
7. Do not scoot, pull or drag tables or chairs on the carpet or tile floors. Pick up chairs and tables when they need to be moved. **Room dividers are to be moved only by Extension personnel.**
8. The building is a non-tobacco and non-vaping facility.
9. Alcoholic beverages and illegal drugs are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.

10. 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.)
11. No decorations, charts, posters, etc. may be attached to the walls, facings or doors. If you need to display such items, bring your own easels, frames, display boards, etc.
12. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel. Extension personnel and noted representatives will assess the building after use.
13. Meeting room users are responsible for leaving the room in the condition it was found, and non-compliance can result in refusal of future reservations.
14. When the building is being used by groups 18 years and under, they must be supervised by one adult for each ten present at all times while they are using the facility. The reservation must be made by one of the adults supervising the function.
15. If serving food or beverage, provide your own utensils and paper products.
16. Wipe tables and counters free of food products. Do not leave any food products in the refrigerator and clean up kitchen area after use.
17. Sweep mud, crumbs, etc. from the foyer and meeting rooms if carried in by the group. Broom and dust pan are located by the backdoor leading to the dumpster
18. Door codes and security code will be provided to groups to enter the building and disarm the security system. After use, groups need to reset the security system if no other groups are in the building.
19. Any person or persons violating the established rules and regulations, or constituting a public nuisance, will be asked to leave the facility, and is subject to not being allowed to use the building again. The custodian or staff will notify the facility committee in the event of damages.
20. No private functions are allowed. Functions include (but not limited to) baby and wedding showers, receptions, family reunions, social events, sorority/fraternity functions.
21. No equipment or furniture may be removed from building for any reason.
22. Ice will be available in the bottom on the fridge closest to the entrance to the kitchen and only during office operating times from 8am to 4:30pm, large volumes of ice can be obtained with prior notice in ice chest.

(PLEASE NOTE: These Guidelines and Rules are subject to change and update)

