

McCracken County Extension Facility Usage

EVENT INFO:
Date of Request
Event Date
Event Time
On-site Lead Contact Info:

ORGANIZATION INFO:
Organization Name
Organization Address
Contact Person Name
Contact Person Telephone Number

EVENT DESCRIPTION:
Estimated Attendance
Description of Event

All groups must download teaching materials onto a flash drive and use our office equipment.

Circle equipment needed: Computer, Audio & Video or No Equipment Needed.

ROOMS TO BE UTILIZED
Room A (appx.70 people) (COVID 28 people)
Room B (appx. 40 people) (COVID 16 people)
Room C (appx. 30 people) (COVID 12 people)
Rooms A, B, & C (Appx. 140 people) (COVID 56)
Room D (appx. 32 people) (COVID 16 people)
Demonstration Kitchen (6 cooking stations) and/or Serving Window (COVID Closed)
<u>*BOTH KITCHENS ARE FOR EDUCATIONAL USE ONLY</u>

<u>*THIS SECTION MUST BE COMPLETED BY PERSON SUBMITTING APPLICATION IN ORDER FOR APPLICATION TO BE CONSIDERED</u>	
<u>RANKING INDICATION</u>	<u>(Descriptions listed on pages 4 & 5)</u>
First Priority User	
Second Priority User	
Third Priority User	

**McCracken County Service
RESERVATION FORM**

A statement of understanding and signature line:

I have read and understand the details and provisions outlined in the McCracken County Extension Office Usage Agreement. In addition, I understand the McCracken County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the McCracken County Cooperative Extension Service System is organized to provide all members of the county the opportunity to participate in educational programs enabling them to more effectively contribute to the well-being of their families and community. *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.*

Applicant/ Contact Person

Date

McCracken County Extension Service

Meeting Room Policy

The policies set forth in this document apply to anyone reserving a meeting room at the McCracken County Extension Office located at 2025 New Holt Rd. 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. Please submit required information to the McCracken County Extension Office via email at DL_CES_MCCRACKEN@EMAIL.UKY.EDU, fax at 270-554-8283, or deliver at 2025 New Holt Rd. M-F from 8:00am-4:30pm. Room usage approval will be given to the contact person listed within 3 business days of submission, by Extension personnel.

The meeting facilities of the McCracken 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 McCracken County Extension Service and its affiliated organizations (i.e., District Board, County Extension Council, 4-H, Homemakers, Ag Development Council, Master Gardeners, Master Volunteers in Clothing Construction, 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. Signing the reservation form is indicative of your compliance with these regulations.

DEFINITION OF USER GROUPS

First Priority Users – McCracken County Cooperative Extension Groups

McCracken County Cooperative Extension Groups and multi-county Extension organizations involving McCracken County Extension groups have first priority in reserving the meeting rooms at the Extension facility. At least one McCracken 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 McCracken 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 McCracken County Extension Agent. These groups will be able to reserve the meeting rooms up to 12 months in advance, and is allowed to schedule re-occurring meetings at the time of room reservation. Building use after 4:30pm and weekends are permitted for this level only.

Second Priority Users – McCracken County Cooperative Extension Support Groups

Support groups are those organizations outside the umbrella and program definition of McCracken 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, McCracken County Government, CPPC, Domestic Violence Task Force, Drug Court, State and Federal Agencies etc.). At least one McCracken 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. All future meetings need to be scheduled within 30 days of the event, no re-occurring scheduling. Building usage only during business hours: M-F 8:00am-4:30pm.

Third Priority Users – Non-Profit Groups

Third Priority Users are those 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. 501 C3 groups are included in this user group. Please provide a copy of your non-profit tax-exempt paperwork upon submission of this signed reservation form. These steps must be complete before scheduling can take place.

Third Priority Users may schedule the meeting room up to 60 days (2 months) in advance; however, they can still be moved for a Priority I or II meeting with 30 days' notice. All future meetings need to be scheduled within 30 days of the event, no re-occurring scheduling. Building usage only during business hours: M-F 8:00am-4:30pm.

Political Fundraisers and/or Partisan Political Activities/Programs

Since the McCracken 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 fundraiser 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 McCracken County Extension office.

RESERVATIONS and CANCELLATION POLICY

1. Reservations will be kept by the McCracken County Extension support staff (270-554-9520). Level 1 priority only: Pick up key before 4:30 pm for night meetings. Weekend meetings must pick-up key on Friday.
2. Reservations will be on a first-come, first-serve basis with the McCracken County Extension Service receiving priority. (See definition of user groups.) Summary is provided below:

Priority Ranking

May schedule an activity up to...

- | | |
|--------------------------|---|
| 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 with Agent Approval |
3. An Extension program (1st Priority ranking) can pre-empt a 2nd, or 3rd, 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 McCracken County Extension Service facilities are to be submitted via email, fax, or in person. Once approval has been given the contact person will be notified and scheduling will then take place.**
 6. The McCracken County Extension Office is not available for usage from December 24th – January 1st. All other holiday weekends will be scheduled with Agent approval

7. Meeting room cancellation policy

All events held at the McCracken County Extension Service building and Extension related events will be cancelled if the following events occur: severe weather (McCracken 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 McCracken County Extension Service facility (e.g., snow/ice, water leak, power outage, etc.).

Room Set Up and Clean Up

First and Second Priority Users may request specific room set-up. Specified room configurations must be communicated to McCracken County Cooperative Extension Office no later than the Monday prior to the event, with at least 7 day notice. Third Priority Users are encouraged to use the room “as is”. At the close of your event, tables are to be clear, chairs pushed under the tables, and floor free of trash. **If using the kitchen(s)** please wash and put away hand washed dishes. If using dishwasher, it can be left running. The next group will unload. All items (coffee pot, sinks, range, cabinets, etc.) must be clean. Wet dish towels should be draped over the washer. Please check refrigerator & remove **all** food you brought. Trash will be removed by staff member after event.

Guidelines for Use of Facilities

If night meeting, please ensure doors are locked behind you and/or set alarm (if applicable). Please keep in mind that the **McCracken County Cooperative Extension Service building AND entire campus (including parking lot) is a smoke free facility and greatly appreciate this message being conveyed to all participants of your program. This includes no smoking or vapping in the building, in cars that are located on the parking lot and/or extension property, as well as standing in the parking lot and/or Extension property. If this policy is violated, possible termination of future building usage may be enforced.**

*No vending machines on the premises

RULES

1. **Tobacco products (this includes vapor and smokeless tobacco products) may not be used in the building or entire campus (including parking lot).** Drugs or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.
2. Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
3. Refreshments/coffee is the responsibility of the user group. The McCracken County Extension Service will not provide any kitchen or eating utensils such as paper products, dishes, or flatware unless previously arranged. Refrigerator in the kitchen may be used, but all food from your event must be removed at the close of the event. A refrigerator in meeting room D is available.
4. A broom and mop will be available for use and are located in the Janitor's Closet located beside the public restrooms.
5. **User is responsible for the pickup 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. The key drop box is located at the main entrance to the building.**
6. Building must be vacated by 10:00 p.m. except for meetings involving an Extension Agent.
7. 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.
8. Appropriate behavior must be maintained. Disruptive behavior could result in future denial of use of the facility.
9. **Please move furniture in a manner that does not damage items and/or the floor.**
10. **No decorations, charts, posters, etc. can be attached to any wall, facing, or door.**
11. Extension staff has free access to the premises at all times.
12. Extension personnel are directed not to handle incoming calls (except emergencies), make copies, send faxes, or authorize use of office phones or other equipment for person(s) / organizations, etc.

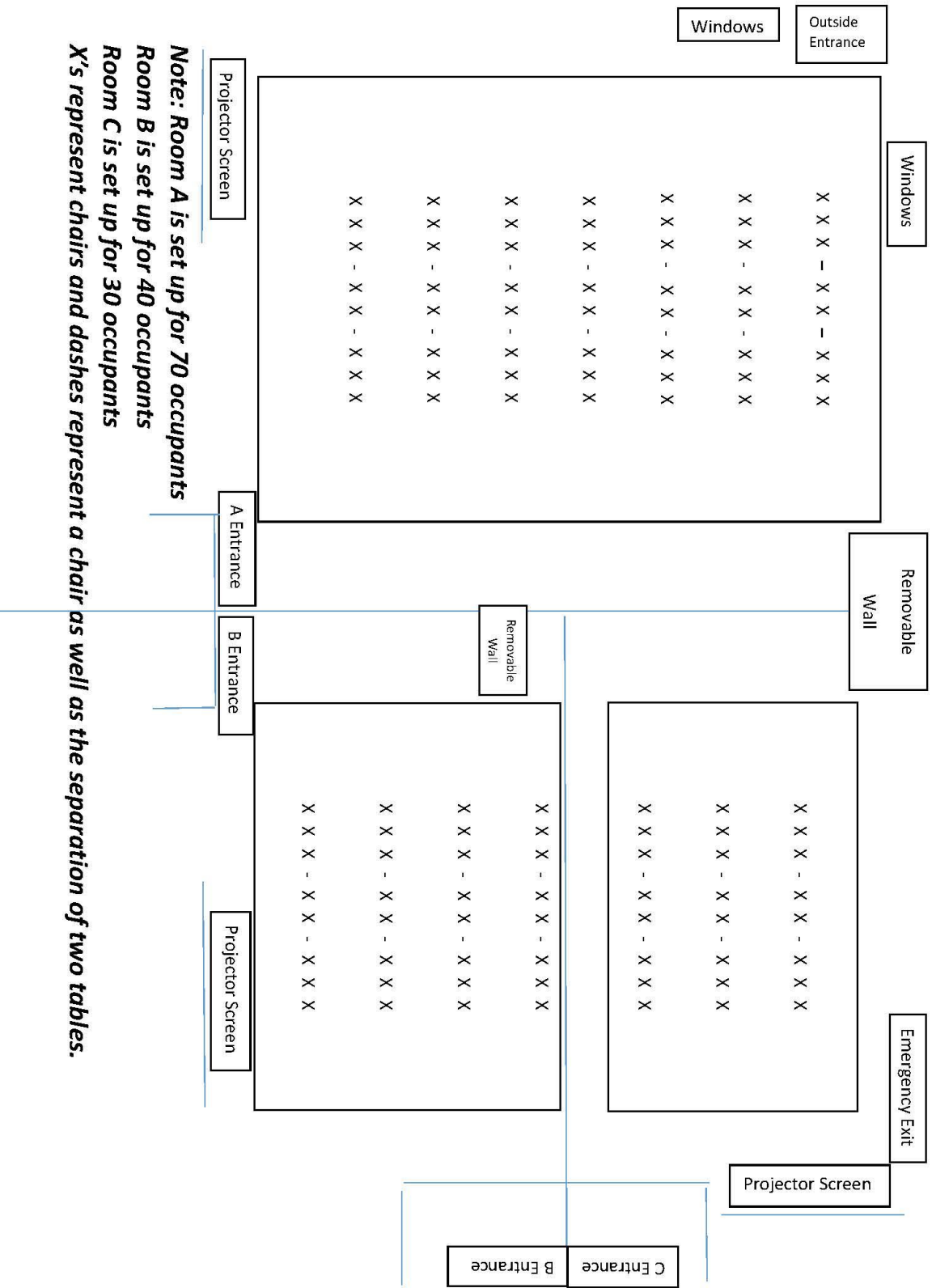
13. The reservation applicant shall observe, obey and comply with all applicable city, county, state and federal laws, rules and regulations, and any specific use regulations. All permits and licenses required for the intended use under terms of this policy shall be procured by the reservation applicant (health permits, etc.)
14. Reservations are **ONLY** for the time stated on the application form.
15. Reservation is granted on condition that if facility is needed for an Extension function, grantee agrees to forgo use of facility, with advance notice.
16. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel.
17. 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 and for law enforcement officials.)
18. No concealed weapons shall be allowed in the building with the exception of security or law enforcement officers.
19. No pyrotechnics shall be allowed on the premises.
20. For the safety of all persons using the facility, proper behavior shall be expected (no horseplay, climbing on furnishings, etc.).
21. No parking or vehicles on the sidewalks or entry ways. Use back door near kitchen with carport for items needing to be unloaded close to the building. Sidewalks cannot withstand vehicles weight and will be damaged if driven onto.

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Each group reserving the building must comply by these same guidelines. If the group requesting the facility does not agree with or adhere to this policy, then said group will be denied access to the facility.

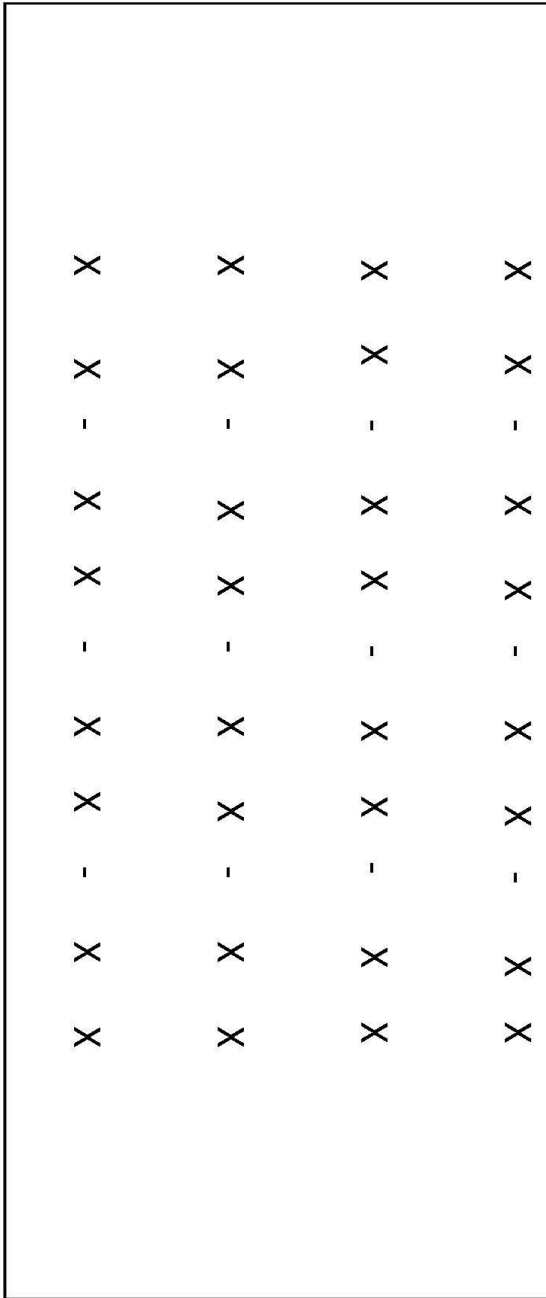
The McCracken County Extension District Board reserves the right to change any rule on the meeting room policy.

Normal Room Setup For Rooms A, B, & C



Note: Room A is set up for 70 occupants
Room B is set up for 40 occupants
Room C is set up for 30 occupants
X's represent chairs and dashes represent a chair as well as the separation of two tables.

Room D Normal Setup



Closest

Closest

Closest

Refrigerator

Public Side Room
Entrance

Sink Counter Space Sink

Sink

Staff Side Room
Entrance

*Note: Room D is set up for 32 occupants.
X's represent chairs, dashes represent separate tables.*