

Extension Office and Ellis House
Boone County Cooperative Extension Service
Application for
Meeting Room Reservation

Application Received
Date: _____
Time: _____
By: _____
Approved: _____

Please read the included meeting room policy.

☞ Fill out this form in its entirety, including the picture chart on the back side. ☞

If this form is not completed, the Extension Service accepts no responsibility for room set-up.

Return this form to: Boone County Extension Service, PO Box 876, Burlington, KY 41005
FAX: (859) 586-6107
E-mail: dl_ces_boone@email.uky.edu

Date Requested _____ Time _____ Till _____

Applicant Organization (must have organization name) _____

Contact Person _____ Phone _____

Address _____

Meeting Purpose _____

Meeting Start Time _____ Estimated Attendance _____

Room Reserved: Lutes Room _____ Ferguson Room _____ Claxon Room _____
Rouse Room* _____ Kells Room* _____ Oak Room* _____
Sewing Room* _____

*** THERE IS NO SET-UP PROVIDED FOR THE ROUSE AND KELLS ROOMS ON LOWER LEVEL OR THE OAK ROOM AND SEWING ROOM IN THE ELLIS HOUSE.**

ROOM SET UP:

_____ Conference/Classroom Style: Narrow tables, 4 chairs per table on one side

Specify number of tables needed _____

_____ Theater Style: All chairs with no tables - Specify number of chairs needed _____

_____ Banquet Style: _____ Wide tables with 4 chairs on each side - number tables needed _____

_____ No Preference: Any setup is acceptable

_____ Other (specify) _____

I HAVE READ THE POLICY REGARDING USE OF EXTENSION FACILITIES AND EQUIPMENT AND AGREE TO ADHERE TO THE POLICY STATEMENT.

Applicant/Contact Person

Extension Center Contact

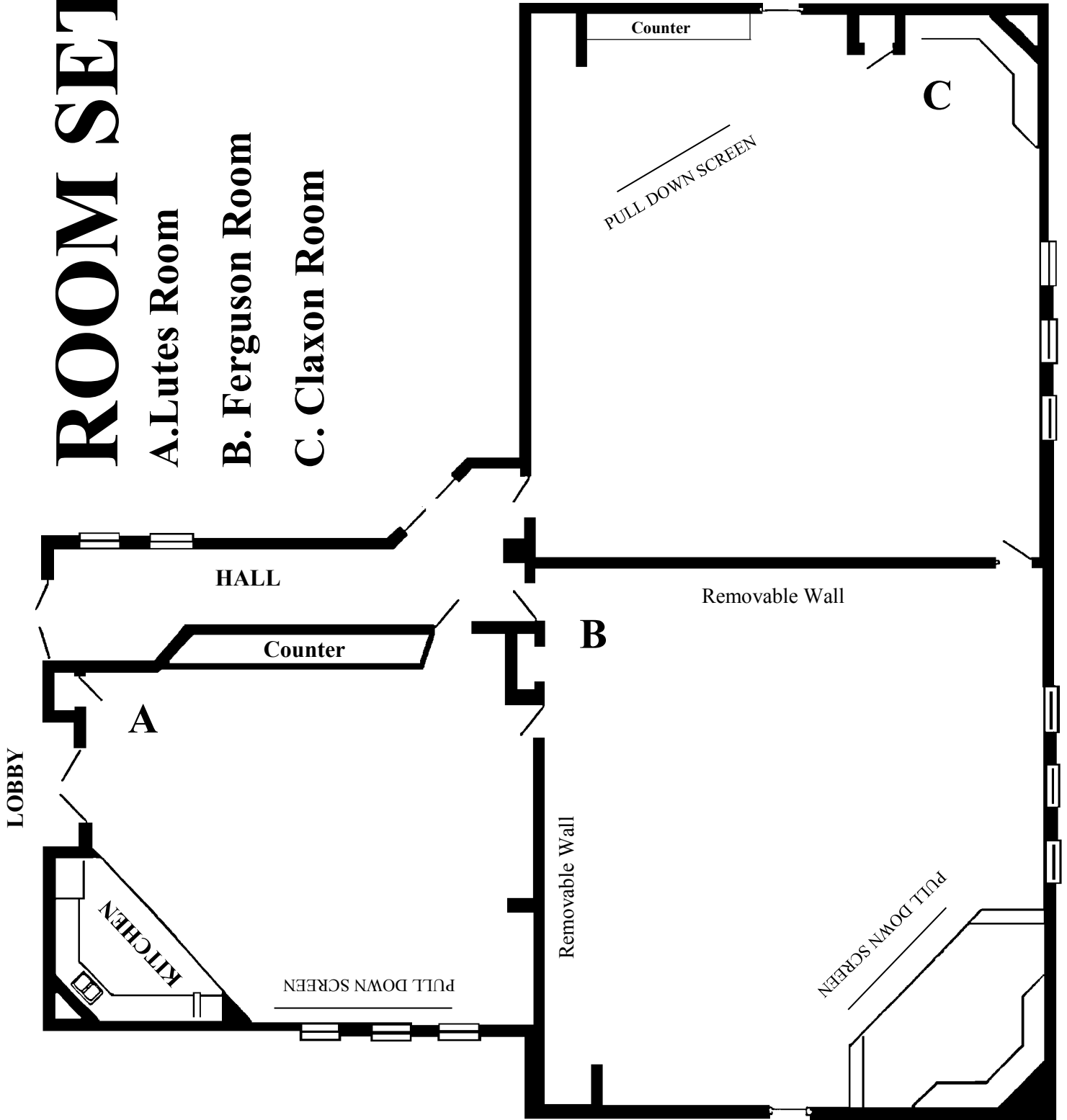
**PLEASE INDICATE HOW THE ROOM(S)
SHOULD BE SET UP WITH A BRIEF SKETCH.**

ROOM SET UP

A. Lutes Room

B. Ferguson Room

C. Claxon Room



Boone County Cooperative Extension Center Meeting Room Policy

THIS IS AN APPLICATION FOR THE USE OF A MEETING ROOM.

Please initial boxes as policy is read. Incomplete forms will not be accepted.

The contact person signing the form understands and accepts all policies of use of the Extension Center Meeting rooms.

The Boone County Cooperative Extension Center's meeting rooms are intended primarily for Extension sponsored functions, but interrelated groups of the Extension program and other non-profit community organizations may schedule the meeting rooms. A request by a non-profit organization must further one or more of the missions of the Boone County Extension District set forth under KRS 164.610 related to agriculture, home economics, and rural and community life. The Board or any of the affiliate organizations accepts no responsibility for any loss, injury or damage to persons or property arising from facilities use. The Cooperative Extension System is an equal opportunity organization with respect to education and employment. *Educational programs of the Cooperative Extension Service serve all people regardless of race, color, age, sex, religion, disability, or national origin.* Signing this form indicates that you have read and agree with these regulations.

1. **Prioritized Use:** The following groups receive priority scheduling.
 1. **Boone County Extension Agent led meetings, classes and programs**
 2. **Boone County Extension Affiliated Groups:** District Board, Extension Councils, Extension advisory groups, Extension organizations and the University of Kentucky.

*These groups have first priority and reserve the right to rooms with short notice, which may result in rooms being changed or cancelled. While we try to accommodate reserved rooms, we do not guarantee specific rooms. If it is necessary for the Extension Service to use a room that has been reserved, Extension will **try** to accommodate the reservations that were previously made.*

3. **Extension Support Groups:** Groups outside the umbrella of Boone County Extension but whose programs interact with the Extension Service.
Examples are : Farm Bureau, County government, Board of Education, etc.
4. **Other County Non-profit Organizations** of civic or educational nature.

2. **Scheduling:** Scheduling will be on first come basis with priority as listed above.
 - **Continuing or monthly meeting dates will not be granted.**
 - **Weekend Meetings are not allowed unless agents are involved and present.**
 - **Extension affiliated meetings can be confirmed no more than 2 months in advance.**
 - **Non-Extension meetings can be confirmed no more than 1 month in advance.**
 - **Meeting Times: DAY - 8:30 am - 4:30 pm - EVENING - 6:00 pm - 9:00pm.**
 - **An adult over 21 must complete and sign the reservation form as a contact person for the organization using the meeting rooms.**
 - **The offices are locked during evening hours.**

Any Extension Agent or a duly authorized representative may enter the facilities at all times during any occupancies.

3. **Use of alcohol at any meeting is prohibited.**

4. The Boone County Cooperative Extension Service is a **SMOKE FREE FACILITY**. No smoking is permitted anywhere in the buildings or within 20 feet of the buildings in compliance with the *Pro-Children Act of 1994 Federal Law*.

5. **Equipment Use: Extension equipment** is not available for use unless the group is working with an Extension agent. This includes, but is not limited to: coffee pots, DVD/VCRs, projectors, microphones, sound system, easel boards, extension cords, etc.

6. **Kitchen Use:** Contents of kitchen cabinets are not available for public use. This includes coffee, coffee pots, utensils, dishes, condiments and paper goods. These items must be brought by the user.

7. **Cleaning Responsibilities:** Meeting rooms are to be left as found with all garbage collected and in trash cans. You may be billed for excess cleaning.

8. **User Responsibilities:**

- User shall be responsible for damages to facility and contents. Major spills will be billed to organization using room
- THE MEETING ROOMS WILL BE ARRANGED IN ADVANCE **ONLY** IF THE RESERVATION FORM IS FILLED OUT IN ITS ENTIRETY SPECIFYING SEATING ARRANGEMENTS. NEW ARRANGEMENTS WILL BE **UNAVAILABLE** THE DAY OF THE MEETING.
- Refreshments/coffee and all paper products are the responsibility of the using organization and will not be provided by the Extension Center.
- Appropriate behavior must be maintained as other rooms may be in use by other groups. Disruptive behavior will result in future denial of use of the facilities.
- The temperature in the meeting rooms **cannot** always be controlled to accommodate each individual. Please dress accordingly.
- Users should be in rooms assigned. No unsupervised children are allowed in lobby area or rooms.
- One adult supervisor is required for every 10 children.
- WE DO NOT HANDLE **INCOMING PERSONAL OR BUSINESS CALLS**, MAKE COPIES, SEND FAXES, OR AUTHORIZE USE OF OFFICE PHONES AND/OR OTHER EQUIPMENT. Meetings will be interrupted by the Extension Staff, only in case of an emergency call.
- There are phones available in each meeting room which may be used to make local calls only. These phones are not programmed to accept incoming calls.
- It is the user's responsibility to inform all meeting participants of the rules of this Extension Center and to be certain they are all adhered to.



**PLEASE INFORM ALL MEETING PARTICIPANTS OF THE
RULES OF THE BOONE COUNTY
COOPERATIVE EXTENSION CENTER.**

