

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

Please read the included meeting room policy.

Send the completed form to boone.ext@uky.edu for your request to be processed

Please be advised that your request will be processed within two business days, and we will notify you once it's been completed

Reservation Date _____ Reservation Time: _____ till _____

Applicant Organization (must have organization name) _____

Contact Person _____

Phone: _____ Email: _____

Address _____

Meeting Purpose _____ Estimated Attendance _____

Door Unlock/Lock Schedule: Unlock: _____ Lock: _____ -or- During office hours: _____

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

Meeting rooms will be set up in their standard configuration and will not be altered for special arrangements. You may modify the setup as needed but you will need to restore it to the standard arrangement before leaving.

If you reserve multiple rooms, please note how you would like the divider wall.

Divider Wall: UP: _____ DOWN: _____

ROOM SET UPS:

- Lutes Room: 6 wide tables with 4 chairs on each side
- Ferguson Room: 20 wide tables with 7 chairs on each side
- Claxon Room: 15 wide tables with 4 chairs on each side
- Rouse Room: 5 narrow tables with 5 chairs on each side

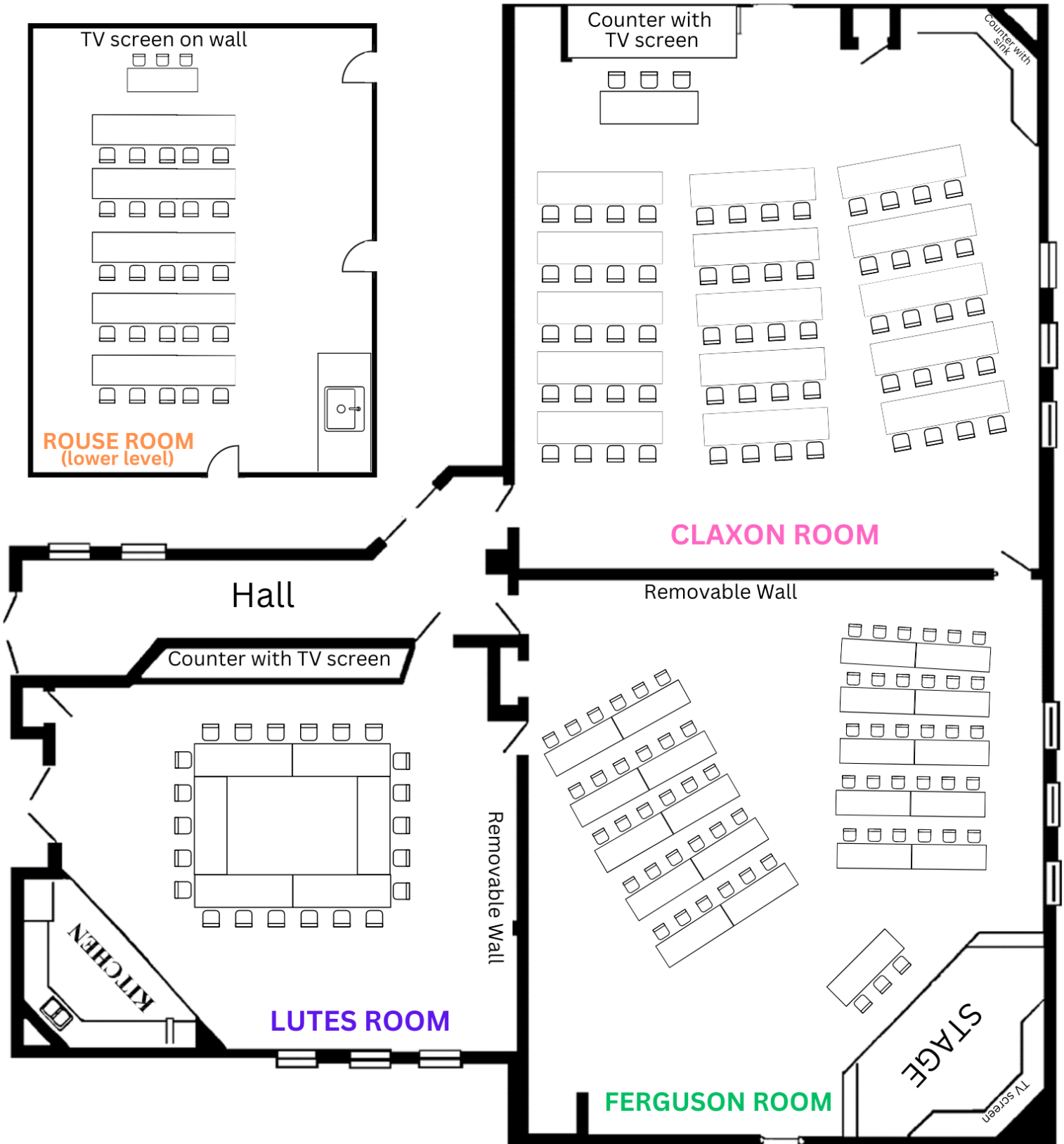
Dated Approved: _____ (Office use Only)

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STANDARD ROOM CONFIGURATION & CAPACITY

Room capacity with standard configuration:

Lutes Room: 25 | Ferguson Room: 70 | Claxon Room: 60 | Rouse Room: 25



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 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; Farm Bureau, County government, Board of Education, etc.*
 4. **Other County or 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.
 - **Extension affiliated meetings can be confirmed no more than 60 days in advance.**
 - **Extension Support and Non-Extension meetings can be confirmed no more than 30 days in advance.**
 - 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 any time 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:** AV equipment is available for use, but it is the user's responsibility to set it up. **We do not have an IT person on site to assist.** This includes but is not limited to projectors, microphones, and sound system.
We do NOT provide easel boards, extension cords, or other supplies.
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 and/or broken items.
8. **User Responsibilities:**
- 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** be controlled to accommodate everyone. Please dress accordingly.
 - Users should stay within reserved rooms only as other rooms may be in use by other groups. **No unsupervised children are allowed in lobby area or rooms.**
 - One adult supervisor is required for every 10 children.
 - Office staff will not handle incoming personal or business 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.

I have read the policy regarding the use of Extension facilities and equipment and agree to adhere to the policy statement.

Applicant/Contact Person

Extension Center Contact

**Cooperative
Extension Service**

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be available in languages other than English.
University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties. Cooperating.
Lexington, KY 40506

