

# County Extension Facility Usage/Rental Agreements

It is important that each County Extension Office develop a Facility Usage / Rental Agreement and utilize those agreements when the office is in use by both Extension related groups (Cattleman's Associations, Homemakers, 4-H Clubs...) and non-Extension related groups (Boards of Education, Chamber of Commerce, Home school groups...).

Listed below are some components of such agreements should include:

## **Nondiscrimination Statement/ EEO Statement**

The current UK nondiscrimination/EEO statement can be found at <http://marketing.ca.uky.edu/templates>

*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. (as of 08/2016)*

## **A statement of understanding and signature line:**

I have read and understand the details and provisions outlined in the \_\_\_\_\_ Extension Office Usage Agreement. In addition, I understand the \_\_\_\_ County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the \_\_\_\_ 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*

---

*Extension Contact Person*

## **Requestor Information:**

Date requesting, date and time of event, organization, contact name, contact cell phone, contact address, estimated attendance, description of event, which rooms to be used...

### **Room Set Up and Clean Up**

Give very specific directions regarding what the room should look like after the event is over, what to do with tables and chairs, what to do with trash...

### **Guidelines for Use of Facilities**

Be very detailed in this section. Include proximately that Extension facilities are “smoke free”.

### **Definition of User Groups and their order of priority in use requests:**

Some common user groups would be: Cooperative Extension Employees, Cooperative Extension Groups, Cooperative Extension Support Groups, Non-Extension Groups.

Usually, Extension staff members would receive first consideration for facility usage, followed by Extension Groups and Extension Support Groups. Facility usage to non-Extension groups is granted on a county-by-county basis.

### **Damage Fees:**

Detail what the cost of repairs will be in there are damages.

**Reservation Guidelines:** Detail the process by which the facilities are reserved

***Many good examples are available from Extension Offices across the state. One have been provided below:***

# \_\_\_\_\_ County Extension Service

## Meeting Room Policy

Effective as of \_\_\_\_\_

To be filled out by extension staff:

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

The policies set forth in this document apply to anyone reserving a meeting room at the \_\_\_\_\_ County Extension Office located at \_\_\_\_\_. 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.

**The meeting facilities of the \_\_\_\_\_ 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 \_\_\_\_\_ 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 rental form is indicative of your compliance with these regulations.**

### **DEFINITION OF USER GROUPS (Effective 1-13-2014)**

#### **First Priority Users – \_\_\_\_\_ County Cooperative Extension Groups**

\_\_\_\_\_ County Cooperative Extension Groups and multi-county Extension organizations involving \_\_\_\_\_ County Extension groups have first priority in reserving the meeting rooms at the Extension facility. At least one \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ County Extension Agent. These groups will be able to reserve the meeting rooms up to 12 months in advance with agent approval. No deposit or rental fee.



## **Second Priority Users – County Cooperative Extension Support Groups**

Support groups are those organizations outside the umbrella and program definition of \_\_\_\_\_ 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, \_\_\_\_\_ County Government, CPPC, Domestic Violence Task Force, Drug Court, State and Federal Agencies etc.). At least one \_\_\_\_\_ 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. No rental fee.

## **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. Groups whose purpose would make them eligible for non-profit status under the IRS definition, and do not have a 501 C3 status may have the \$125 deposit waived if approved in advance by the \_\_\_\_\_ County Extension District Board and/or Extension Agents.

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.

Third Priority Users will be assessed a \$125 deposit that is due at the time of the reservation (unless deposit fee has been waived). The deposit will be returned if the meeting room is left in a clean and orderly condition and all conditions listed in the back of this policy are met. The Extension District Board / Agents will assess condition of the rented facility at the conclusion of the meeting.

## **Fourth Priority Users – For Profit Groups & Private Functions**

Any private functions that do not fall under the first three priorities will have access to the facility within this Fourth Priority User group.

Fourth Priority User groups may schedule the meeting room up to 60 days in advance; however, can still be moved for a Priority I or II meeting with 30 days notice.

Fourth Priority Users will be assessed a rental fee of \$150 per day. A \$125 refundable deposit is due at the time of the reservation. This deposit will be returned if the meeting room is left in a clean and orderly condition and all conditions listed in the back of this policy are met. The Extension District Board / Agents will assess condition of the rented facility at the conclusion of the meeting.

## **Political Fundraisers and/or Partisan Political Activities/Programs (Effective 1-13-2014)**

Since the \_\_\_\_\_ 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 \_\_\_\_\_ County Extension office.

**RESERVATIONS / USER FEES / CANCELLATION POLICY**

1. Reservations will be kept by the \_\_\_\_\_ County Extension secretarial staff (606-668-3712). Pick up key before 4:30 pm for night meetings. Weekend meetings must pick-up key on Friday.
2. As of 01-13-2014, 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:

Priority Ranking

May schedule an activity up to...

1 <sup>st</sup> Priority	12 months in advance with Agent approval
2 <sup>nd</sup> Priority	90 days (3 months) in advance with Agent approval
3 <sup>rd</sup> Priority	60 days (2 months) in advance
4 <sup>th</sup> Priority	60 days (2 months) in advance

3. An Extension program (1<sup>st</sup> Priority ranking) can pre-empt a 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> 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 \_\_\_\_\_ 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). Phone Reservations will only be held for 30 business days. If applicable forms and deposit are not received by the end of the 30 business days, the reservation will be cancelled.**
6. The \_\_\_\_\_ County Extension Office is not available for rent from December 24<sup>th</sup> – January 1<sup>st</sup>. All other holiday weekends will be scheduled with Agent approval.

7. As of 01-13-2014, Fees for User Groups is as below:

<u>Priority Ranking</u>	<u>Fees/Deposits</u>
1 <sup>st</sup> Priority	No deposit or rental fee
2 <sup>nd</sup> Priority	No deposit or rental fee
3 <sup>rd</sup> Priority	\$125 deposit that is refundable if conditions are met
4 <sup>th</sup> Priority	\$125 deposit that is refundable if conditions are met \$150 Rental Fee per Day

8. Payment of rent shall be made prior to the event via business or personal check and addition to the deposit fee (There should be two separate checks). All fees shall be made payable to: \_\_\_\_\_ County Extension Service.

**9. Meeting room cancellation policy**

**If your organization needs to cancel a previously reserved date, then the cancellation must be received no less than (5) business days before the reservation for a full refund of deposit and any paid fees. The cancellation may be by phone, e-mail, or fax. If the cancellation is received less than (5) business days then the deposit will not be refunded.** The only exceptions for a cancellation of less than (5) days prior to the event will be for severe weather (\_\_\_\_\_ 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 \_\_\_\_\_ County Extension Service facility (e.g., snow/ice, water leak, power outage, etc.).

**RULES**

1. Drugs or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises. Tobacco products (this includes smokeless tobacco products) may not be used in the building. Cigarette butts must be disposed in the proper receptacles provided outside the building.
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 \_\_\_\_\_ 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 is for Extension use only. A refrigerator in the community / meeting room is available.
4. User is responsible for proper disposal of all garbage and removal from property including putting clean garbage bags (which will be provided) in all trash containers. A broom and mop will be available for use and are located in the storage room.
5. **User is responsible for the pick up 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. Your deposit will need to be picked up or you will need to let us know if you want the check mailed back to you.**
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. **Do not scoot, pull, or drag tables or chairs on the floors.** (Scooting, pulling, and dragging of tables and chair creates marks on tile that are difficult to remove.) Pick up chairs and tables when they need to be moved.
10. The room is maintained at the preset temperature. Only Extension personnel have access to the thermostat.
11. **No decorations, charts, posters, etc. can be attached to any wall, facing, or door.**
12. Extension staff has free access to the premises at all times.
13. 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. renting facility.
14. 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.)

15. Reservations are **ONLY** for the time stated on the application form.
16. Reservation is granted on condition that if facility is needed for an Extension function, grantee agrees to forgo use of facility, with advance notice.
17. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel.
18. 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.)
19. No concealed weapons shall be allowed in the building with the exception of security or law enforcement officers.
20. No pyrotechnics shall be allowed on the premises.
21. For the safety of all persons using the facility, proper behavior shall be expected (no horseplay, climbing on furnishings, etc.).
22. ***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.***

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





23. **The \_\_\_\_\_ County Extension District Board reserves the right to change any rule on the meeting room policy.**



\_\_\_\_\_ COUNTY EXTENSION SERVICE

**ROOM RESERVATION FORM**

As of \_\_\_\_\_

Name of Group \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_

Contact Person \_\_\_\_\_

Event \_\_\_\_\_

Date of Activity \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Has your organization qualified and received notification of non-profit tax-exempt status under Section 501 of the Internal Revenue Code?    \_\_\_\_ Yes    \_\_\_\_ No

Other Needs

Microphone \_\_\_\_\_                      TV \_\_\_\_\_

Kitchen \_\_\_\_\_                      Podium \_\_\_\_\_                      Other \_\_\_\_\_

**FEES**

Deposit \_\_\_\_\_                      \$125 \_\_\_\_\_

*User Groups with 3<sup>rd</sup> & 4<sup>th</sup> Priority Ranking must pay deposit with reservation. All other fees are due prior to the event.*

Room Rental Fee \_\_\_\_\_ \$150 \_\_\_\_\_                      (payable before event)

Total \_\_\_\_\_

Make check payable to:                      \_\_\_\_\_ County Cooperative Extension Service

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge by my signature that I understand and accept all the rules and regulations herein set forth. I also acknowledge that the organization/individual who is renting the building does not discriminate on the basis 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.***

Signature	Phone number	Date

**Office Use Only**

*Date & Initials of Staff Person who Received Reservation Form:* \_\_\_\_\_

*Date & Initials of Staff Person who Received Deposit:* \_\_\_\_\_

*Date & Initials of Staff Person who Received Cancellation (If Applicable):* \_\_\_\_\_

*Date & Initials of Staff Person who Refunded the Deposit (If Applicable):* \_\_\_\_\_



\_\_\_\_\_ COUNTY EXTENSION OFFICE  
**MEETING ROOM RENTAL CHECK LIST**

Please check that the following items are complete before you leave our facility. Extension agents / staff will also check the list so that things will be ready for others using our facility. **Be sure to leave this checklist, along with the key, with the Extension office secretary.**

**User (Initial)**   **Staff (Initial)**

\_\_\_\_\_                      \_\_\_\_\_                      Approximately twelve tables and 60 chairs will be left out in the meeting room.

\_\_\_\_\_                      \_\_\_\_\_                      All surfaces (tables and chairs) cleaned.

\_\_\_\_\_                      \_\_\_\_\_                      Floor areas clean (sweep and mop).

\_\_\_\_\_                      \_\_\_\_\_                      If kitchen window is opened, check to be sure it is closed and locked.

\_\_\_\_\_                      \_\_\_\_\_                      Turn off lights.

\_\_\_\_\_                      \_\_\_\_\_                      Check bathrooms to be sure toilets are flushed and cleaned and no water is running.

\_\_\_\_\_                      \_\_\_\_\_                      Take all garbage to dumpster. Be sure to place new trash bags in containers. Bags are located in janitor's closet.

\_\_\_\_\_                      \_\_\_\_\_                      If using kitchen, all items (coffee pot, range, sinks, cabinets, etc.) must be clean and turned off.

\_\_\_\_\_                      \_\_\_\_\_                      Check refrigerator to see that all food you brought has been removed.

\_\_\_\_\_                      \_\_\_\_\_                      Be sure all doors are locked and latched securely.



Please list anything that you think we need to attend to, such as an appliance not working or other problems.

---

---

We are proud of our facility. Thank you for helping to keep our room in good condition.

Signature of person responsible for group \_\_\_\_\_ Date \_\_\_\_\_

County Staff checking room \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_