ANDERSON COUNTY COOPERATIVE EXTENSION SERVICE
Policies Regarding Use of Meeting Rooms
Policies are subject to periodic evaluation by the County Extension District Board and Extension staff.

The policies described herein apply to the meeting rooms of the Anderson County Cooperative Extension building located upstairs at 1026 County Park Road, Lawrenceburg Kentucky. The Anderson County Extension Office does not rent Extension meeting rooms. Groups are referred to the Anderson County Judge Executive's Office for renting the community meeting room on the lower level. The policies are set by the District Board. Please support these guidelines by refraining from asking for exceptions for your group.

DEFINITION OF USER GROUPS
I. Anderson County Extension Agents
Extension Educational programs taught by Anderson County Extension Agent are first priority. Extension Agents reserve the right to have any other group reschedule their meeting for agent programming.

II. Anderson County Cooperative Extension Groups
Second priority users (Extension Councils and all county groups that relate directly to the councils: District Board, 4-H Council, Homemaker Council, Agriculture advisory and commodity groups, 4-H and Homemaker workshops, agents' professional association activities and other county-wide Extension organizations) must have at least one Anderson County Extension Agent directly involved in the planning and delivery of educational program.

III. Anderson County Cooperative Extension Support Groups
Support groups are those organizations outside the umbrella and program definition of Anderson County Extension who are related to its efforts. These could be commodity groups, advisory councils, organizations that have significant or unique ties to Extension. Parks and Recreation is in Priority Group III and shall make reservations for the use of the meeting facility in advance.

IV. Business, Industries and Non-Profit Groups
No business, industry or non-profit use of the meeting rooms will be allowed. All inquiries will be referred to the Anderson County Judge Executive's Office for rental of the community meeting room on the lower level.

V. 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, personal political rallies, etc.

GUIDELINES FOR MAKING RESERVATIONS
1. Reservations will be kept by the Anderson County Cooperative Extension staff.

2. Scheduling will be done on a first-come/first-served basis with the Extension Agent receiving first priority and then in priority order by user group. (See definitions of user groups.) All regular scheduled club meetings will be put on the calendar for a calendar year. If there is any change, the representative must cancel the regularly scheduled meeting and seek an alternative date if needed.

3. Meeting room key must be picked up the day of the meeting prior to 4:00 p.m. If the meeting is held on the weekend then the key needs to be picked up on Friday prior to 4:00 p.m. Key must be left in the key box in the meeting room at the conclusion of the meeting.

4. Preparation and clean-up time must be included in the reservation. Please do not arrive early.

5. Meeting rooms will not be reserved for use during University of Kentucky's official holidays.

RULES
1. Room reservations may not be transferred, assigned, or sublet.

2. The Extension agents, or duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
3. No fund raising activities may be conducted by Priority Groups II and III without prior approval of the associated Extension agent.

4. Fees charged by facility users to participants in their program/activity/club/organization must be matched to the actual expenses of the group/program/activity etc. The Extension Meeting facilities are not to be used for fund raising unless prior approval is made and are not to be used for the personal gain of any person who is presenting a class, program or activity.

5. Actual expenses may be recouped through participant charges but nothing in excess of actual expenses. Violation of this rule will result in losing privileges to use the meeting facility.

6. Teachers or program presenters are to be volunteers or otherwise not compensated by the program participants. They may be salaried or compensated by the organization, sponsor or grant but not by the participants.

7. The only exception is that a club or organization may arrange for members to pay for a program/activity to which only club/organization members attend with no outside guests or visitors. Violation of this rule will result in loss of meeting room use.

8. No decorations, charts, posters, etc. may be attached to the walls, facing or doors.

9. Meeting room users are responsible for leaving the room in the condition it was found. Any user damaging property or equipment is responsible for the cost of the repair or replacement.

10. Only use trash cans with plastic bag liners. When you leave, any trash should be taken with you in a garbage bag and placed in the dumpster behind the building. Replacement trash bags can be found in the base cabinet to the left of the back kitchen door.

11. Wipe tables and counters free of food products. **DO NOT LEAVE ANY FOOD PRODUCTS IN THE REFRIGERATOR OR ANYWHERE IN THE BUILDING.**

12. No equipment or furniture may be removed from building for any reason.

13. Small animals will only be allowed for educational programming by Extension sponsored clubs/activities (i.e. dog club, livestock club). Service animals will be allowed.

14. Refreshments/coffee are the responsibility of the user group. The Anderson County Cooperative Extension Service will not provide any paper products such as paper plates, cups, and flatware.

15. There will be a standard of ten (10) tables left up in the room and twenty (20) chairs. If you get out any additional chairs and/or tables, you are responsible for putting them back. The chairs and tables must be returned to the standard set before you leave the room. Please refer to the diagram posted in the meeting room.

16. Floors are to be left clean. A broom, mop and dustpan are available and can be found in the closet located in the closet next to the restrooms at the right far hall of the building.

17. When advertising event, specifically state who is holding the event and a contact number, so there is no question whether or not it is an Extension sponsored event.

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Adopted by the Anderson County Extension District Board on June 13, 2012
Revised on January 18, 2013
Revised on November 25, 2013

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating. Disabilities accommodated with prior notification.