

Bath County Agriculture Education and Marketing Center

Meeting Room Reservation Form

*Please read the attached meeting room policies

*Complete this form in its entirety.

RETURN THIS FORM TO:

Bath County Agricultural and Marketing Center
2914 East Highway 60
Owingsville, KY 40360

Today's Date: _____
Date of Activity: _____ Time Requested: _____ Until: _____
Organization: _____ Estimated Attendance: _____
Contact Person: _____
Address: _____ Phone: _____
Type of Event: _____

ROOM(S) RESERVED:

- Meeting Room
- Kitchen
- Processing Area
- Hoop Building (Green)*
- Extension Office Conference Room

*Subject to availability.

ROOM SETUP:

(Group is responsible for room setup)
Leave tables and chairs set up after use.

I have read the policy regarding use of Extension facilities and equipment and agree to adhere to the policy statement. In addition, I understand the Bath County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the Bath 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. All Extension programs are open to all persons irrespective of race, color, national origin, sex, religion, age, and disability.

Applicant/Contact Person

Extension Center Contact
(606) 674-6121

*****ALL REQUESTS WILL BE REVIEWED BEFORE APPROVAL*****

Bath County Agricultural Education and Marketing Center
(A Regional Smoke Free Facility)

Policies Regarding Use of Public Meeting Rooms

April 4, 2016

Policies and fees are subject to periodic evaluation by the Bath County Extension District Board and Extension Staff for Bath County.

The policies described herein apply to the public meeting rooms of the Bath County Agricultural Education and Marketing Center located at the intersection of I-64 and US60 exit 123 Owingsville, KY. The policies and fees are set by and subject to the Bath County Extension District Board and Extension Staff. Please support these guidelines by refraining from asking for exceptions for your group.

DEFINITION OF USER GROUPS

I. BATH COUNTY/REGIONAL COOPERATIVE EXTENSION GROUPS

First 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, Produce Auction, EFNEP, Farmers Market and Homemaker Clubs, 4-H and Homemaker Workshops, Agent's Professional Association activities and other county-wide Extension Organizations) must have at least one County Extension Agent directly involved in the planning and delivery of educational program and/or included in Agent's Plan of Work. Agent is not required to be present. A cleaning charge will be applied (Rule 14 attached), if the room is not left in an acceptable condition.

II. BATH COUNTY COOPERATIVE EXTENSION SUPPORT GROUPS

Support groups are those organizations outside the umbrella and program definition of Bath County Extension who are related to its efforts. These could be commodity groups, advisory councils, organizations that have significant or unique ties to Extension. This group must have at least one County Extension Agent directly involved with the organization. Agent is not required to be present. A cleaning fee will be assessed if the room is left in an unacceptable condition, (Rule 14 attached). Reservation guidelines in this document apply.

III. NON-PROFIT GROUPS

Government and university groups not listed in Group II, and other non-profit groups will be considered by the County Extension District Board.

- 1.) Custodian Required
- 2.) Fees are: Meeting Room - \$30 per hour, Kitchen - \$30 per hour

Bath County Agriculture Education and Marketing Center Guidelines for Making Reservations

1. Reservations will be kept by the Bath County Extension Service secretarial staff. Forms are available at the Extension office.
2. Scheduling will be done on a first-come/first-served basis with the County Extension Service receiving priority. (*See definitions of user groups.*)
3. No reservations for groups or organizations outside Bath County Extension shall be accepted more than 6 months (180 days) without a cash deposit.
4. All requests for the use of the conference facilities are to be submitted on the appropriate forms. Forms may be obtained from the Extension office during business hours. **Telephone reservations will be held for 48 hours pending receipt of fee and reservation form.**
5. A two-hour nonrefundable deposit must be made at the time of reservation. Room rentals will not be confirmed until the deposit has been made. Balance is due at the end of the event. Receipt of payment will be mailed to the address on file.
6. Persons obtaining reservation must be of legal age or older and will be responsible for group's conduct and respect for facility. Any groups who abuse facility or violate rules and regulations will not be allowed to reserve the facility again. Charges for damage will be assessed.
7. The Bath County Extension Office is closed from noon December 24 through January 1st. Facility will not be available for use during this period of time.

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. The person making the reservation shall observe, obey, and comply with all applicable city, county, state, and federal laws, rule and 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.*).
4. The Bath County Extension District Board is not responsible for accidents, injury, illness, or loss of group or individual property. The Bath County Extension District Board may require proof of insurance coverage at a county approved limit where the activity for which the reservation is sought involves food or is inherently hazardous to life or property.
5. Reservation is **ONLY** for the time stated on application form. Time for setup and cleanup should be allowed in the reservation request. Please do not expect to use facility before or after the time stated on reservation. Additional charges may apply if the room is not vacated according to the time designated on the reservation form. All members of the group must leave by the time reservation expires. Building must be vacated by 10:00 p.m., except for special events or meetings. Special events or meetings that will meet beyond 10:00 p.m. will be so designated on the reservation form.
6. Persons renting the facility must complete a Checkout Form before vacating the building. The form must be signed and dated by the renter and staff member present.
7. All persons using the Extension facilities shall be properly clothed. Shirts and shoes are required.

- 3.) Fees are the responsibility of the using organization. The using organization will also be responsible for paying a Caterer if used.

IV. PRIVATE FUNCTIONS

Private functions include (but are not limited to): Baby and wedding showers, receptions, family reunions, sorority/fraternity functions, rallies, etc. All functions will be reviewed and approved by the Bath County Extension District Board.

- 1.) Custodian Required
- 2.) Fees are: Meeting Room - \$40 per hour, Kitchen - \$40 per hour
- 3.) Fees are the responsibility of the using organization. The using organization will also be responsible for paying a Caterer if used.

V. BUSINESS AND INDUSTRIES

Educational and training functions and business development of local businesses and industries will be considered by the County Extension District Board.

- 1.) Custodian Required
- 2.) Fees are: Meeting Room - \$50 per hour, Kitchen - \$50 per hour
- 3.) Fees are the responsibility of the using organization. The using organization will also be responsible for paying a Caterer if used.

VI. VALUE ADDED

This user group will be authorized to use the commercial kitchen for value added ventures in processing vegetables, fruit, baking and storing items in the walk-in cooler. The fee is \$40 per day.

8. Do not scoot, pull or drag tables or chairs on the carpet or tile floors. Pick up chairs and tables when they need to be moved.
9. Telephone messages: If you leave the Bath County Extension phone number for calls, please check with secretaries for messages during breaks.
10. The building will be a non-tobacco facility, except for a designated smoking area.
11. Illegal drugs and alcohol shall not be allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.
12. Weapons shall not be allowed in the building or on the premises. (Exemption may be made for special projects such as 4-H Shooting Sports, Hunter Safety courses, or similar educational activities.)
13. No decorations, charts, posters, etc. may be attached to the walls, facings or doors.
14. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel. Extension personnel and noted representative will access building after use.
15. Meeting room users are responsible for leaving the room in the condition it was found. Cleaning charges may be assessed by the Bath County Extension District Board at the rate of \$30 per hour.
16. Age groups, 18 and under, must be supervised by one adult for each ten present at all times while they are using the facility. The reservation must be made by one of the adults supervising the function.
17. Only use trash cans with plastic bag liners. If you have put food in the trash can, place it in the outside garbage container at the rear of the building.
18. Scrub the sink after use, especially when pouring leftover coffee into the sink. This eliminates stains. Wash and dry the coffee pot/insulated container/server.
19. If serving food or beverage, use your own utensils and paper products.
20. Wipe tables and counters free of food products. Do not leave any food products in the refrigerator.
21. Sweep mud, crumbs, etc. from the foyer and meeting rooms if carried in by the group. Dust mops are located in the designated area.
22. Leave tables and chairs in place.
23. Any person or persons violating the established rules and regulations, or constituting a public nuisance, will be asked to leave the facility, and will not be allowed to use the building again for one year. The custodian or staff will notify the facility committee in the event of damages.
24. The Bath County Cooperative Extension office does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
25. No equipment or furniture may be removed from the building for any reason.
26. The Bath County Extension District Board and Extension Staff will not be held liable for any accidents that occur on this property.

(PLEASE NOTE: These Guidelines and Rules are subject to change and update.)

