

(Please read, sign and return this page along with your completed application.)

CAMPBELL COUNTY COOPERATIVE EXTENSION SERVICE

MEETING ROOM GENERAL GUIDELINES

I understand that I am responsible for:

1. Cleaning the floors if necessary. (Vacuums are provided.)
2. Removing garbage to dumpster.
3. Wiping off tables if necessary.
4. Checking restrooms to make sure lights are out and no mess is left behind.
5. Returning tables and chairs to their original positions.
6. Providing my own equipment, copies and anything else necessary for my meeting.
7. For Extension business-hours meetings, ensuring that attendees avoid excessive noise in lobby.
8. Ensuring that attendees respect Extension's "No Smoking Inside Building" policy.
9. For Extension business-hours meetings, ensuring that no tables, chairs, booths or other obstructions are placed in the lobby and hall areas.
10. For after-hours meetings, ensuring that the meeting room(s) and exterior doors are locked and key is left at receptionist window.

Signature

Date

Name of Group

Meeting date

**** Failure to follow these guidelines will result in the termination of your privilege to use the Campbell County Cooperative Extension Service meeting rooms.***