

# CAMPBELL COUNTY COOPERATIVE EXTENSION SERVICE

3500 Alexandria Pike, Highland Heights, Kentucky 41076  
(859) 572-2600 (phone) (859) 572-2619 (fax)

## MEETING ROOM POLICY

Updated: November, 2022

The Campbell County Cooperative Extension Service meeting rooms are intended primarily for Extension sponsored functions, but the various support groups of the Extension program and community organizations of educational, cultural or civic nature may use the meeting rooms. The Extension's meeting rooms are intended primarily for Extension sponsored activities. When the rooms are not in use by the Extension, they may be used by any Extension partners and collaborators. Organizations may not use Extension facilities for purely social functions, fundraising or commercial enterprises. No organization's use of a meeting room may interfere with or disturb the Extension's regular operations. An organization's use of the facilities does not imply the Extension's endorsement. The Extension reserves the right to deny the use of our facilities. The Extension District Board or any of the affiliate organizations accepts no responsibility for any loss, injury or damage to persons or property arising from use of the facility. The Cooperative Extension Service 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 is indicative of your compliance with these regulations.

- 1) **Scheduling:** Scheduling will be on a first come first serve basis with Extension meetings receiving first priority. An adult over 21 must complete and sign the reservation form. Meetings not involving an Extension Agent may not be scheduled nor confirmed more than 1 month in advance. (Note exception in #3). The Campbell County Extension Service reserves the right to cancel and/or reschedule all meetings with two weeks notice. Two hours must be left between meetings to allow time for clean up and set up.
- 2) **Prioritized Use:** The following groups receive priority scheduling:
  - **Campbell County Extension Agent's educational programs**
  - **Campbell County Extension Groups:** Extension Council, District Board, 4-H and Homemaker Councils, Agriculture and Horticulture Advisory Groups and other county-wide Extension organizations such as 4-H and Homemaker clubs.
  - **Area and State Extension Groups:** Area or state meetings, workshops or staff conferences.
  - **Extension Support Groups:** Groups outside the umbrella of Campbell County Extension but whose programs are related to the goals and objectives of the Extension Service. Examples would be Farm Bureau, County Government, Mayors meetings, and civic and cultural, non-profit groups.
- 3) **Continuing meeting dates (a certain day of each month, for example) will not be granted unless Extension related.** Extension Groups may schedule up to 2 months in advance.
- 4) **Use of alcohol or tobacco products at any meeting is prohibited. Pets are not allowed in the meeting rooms.**
- 5) Use will be limited to Meeting Rooms A, B, and C. The Board Room may only be scheduled if an Extension Agent is present or special permission is granted by a duly authorized representative. Any Extension Agent or a duly authorized representative may enter the facility at all times during any and all occupancies.
- 6) **One adult supervisor per 10 children.** 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 facility.
- 7) Appropriate clothing: including shirts and shoes must be worn at all times in compliance with health regulations.
- 8) User will be responsible for damages to facility and contents (which will include the audio visual equipment) and will not be allowed further use of the building until all damages are repaired. All damages beyond normal wear and tear due to user's negligence are the responsibilities of the user.
- 9) Person signing application and picking up key, if necessary, will attend scheduled meeting. If this is not the case, Extension personnel must be notified and responsible person must sign application.

(Continued on back)

- 10) Building must be vacated by 10:30 p.m.**, except those meetings involving an Extension Agent.
- 11) Users are 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 will only be released to person signing meeting room policy.** Keys must be returned immediately following meeting.
- 12) Refreshments/coffee are the responsibility of the using organization and will not be provided by the Extension Service. The Campbell County Extension Service will not provide any kitchen or eating utensils such as paper products, dishes or flatware unless an Extension Agent is present.
- 13) **User is responsible for properly disposing of all garbage** and seeing that the meeting room(s) are left in an appropriate condition. **User must also return room to original set-up as specified on sheet.**
- 14) If any of the above rules and guidelines are not followed this will result in future denial of use of the facility.**
- 15) If the Extension Office closes due to weather or for any other reason that there is a mandatory closing, the meeting rooms will be inaccessible. If there is a closing on a Friday, meetings on the weekend will be cancelled as well.
- 16) The Demo kitchen is a teaching kitchen used only by Extension staff to provide cooking/food classes/programs for the community.
- 17) The use of our audio / visual equipment may be available. You must supply your own laptop and HDMI cable. **Contact us for prior approval or additional information.**

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

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Signature

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WHEREAS, the Campbell County Cooperative Extension Service permits certain activities in which individuals involved and which take place in a meeting room owned by the Campbell County Cooperative Extension Service; and,

WHEREAS, said individuals are partaking in the aforementioned activities freely and voluntarily and understand the possibility of personal injury exists; and,

WHEREAS, the sponsoring institutions and the individuals taking part in the activities or desires of entering into an agreement which will preclude any of the aforementioned individuals from maintaining any actions or causes of action for personal injuries against the Campbell County Extension Service;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- 1) For and in consideration of the usage of the meeting room located at the Campbell County Extension Service, the undersigned hereby agree to fully release and forever discharge the Campbell County Extension Service from any and all liability whatsoever for injuries sustained on the property of the Campbell County Extension Service which occur while arriving, attending or leaving the aforementioned designated function in the meeting room located at the Campbell County Extension Service Building.
- 2) This release is binding upon the heirs, executors, successors, administrators and assigns of the undersigned.
- 3) The execution of this release constitutes a waiver of the undersign of any and all rights which the undersigned may have against the Campbell County Cooperative Extension Service as a result of the undersigned taking part in the aforementioned activities or in sponsoring said activities.
- 4) The undersigned, in consideration of their participation in the above mentioned activities and/or in sponsoring said activities, hereby expressly covenant and agree with the Campbell County Cooperative Extension Service, their heirs, successors and assigns, that they will fully indemnify and forever save harmless the Campbell County Cooperative Extension Service, its successors and assigns, against any losses or damages by reason of any claims, demands or actions at law or in equity that may at any time hereinafter be made or brought against anyone by the undersigned or by someone using the aforementioned meeting room by permission and/or under the authority of the undersigned against losses or damages by reason of the expense, legal or otherwise, that may be incurred in defending or preparing to defend any such claims or actions and against any losses or damages resulting by reason of such claims or actions hereafter made.

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Signature

**Both sides of this form must be signed before a room reservation will be made.**

**Please note:** Our parking lot contains 50 spaces.  
Our staff requires 14 spaces Monday-Friday.  
Please ask us about alternative parking possibilities.

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Please read the attached meeting room policy, this reservation form, sign both forms, answer the following questions and return to Campbell County Extension Service, 3500 Alexandria Pike, Highland Heights, KY 41076 Attn: Meeting Room

***A separate form must be completed for multiple dates.***

Meeting Date Requested \_\_\_\_\_ Time of Meeting \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Total Time Requested (including your set up and clean up times) \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Applicant Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Meeting Purpose \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Will refreshments be served?  Yes  No

Will a fee be charged to participants?  Yes  No If Yes, please explain: \_\_\_\_\_

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## ROOM STYLE PREFERENCE: Check preferred room(s) below:

**Please Note:** You are responsible for the room set up if you prefer something different than the Standard Room Set up. If tables and chairs are rearranged, you are responsible for returning them to the Standard Room Set up. (See sketch for Standard Room Set up)

\_\_\_\_\_ **Room A** - Conference/Classroom style: one head table, 12 tables, 3 chairs per table per side

\_\_\_\_\_ **Room B** - Conference/Classroom style: one head table, ten tables, 2 chairs per table per side

\_\_\_\_\_ **Room C** - Rectangular style: six tables in a rectangle with 3 chairs per side

Do you need extra chairs?  Yes  No - If Yes # \_\_\_\_\_ Do you need extra tables  Yes  No - If Yes # \_\_\_\_\_

Room C Kitchen needed?  Yes  No - If Yes, would you accept another room if kitchen is unavailable?  Yes  No

If requesting multiple rooms, do you need the divider walls open?  Yes  No

Are you requesting use of the audio / visual equipment?  Yes  No **(Contact us for prior approval.)**

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**OFFICE USE ONLY:**

\_\_\_\_\_  
Extension Service Approval

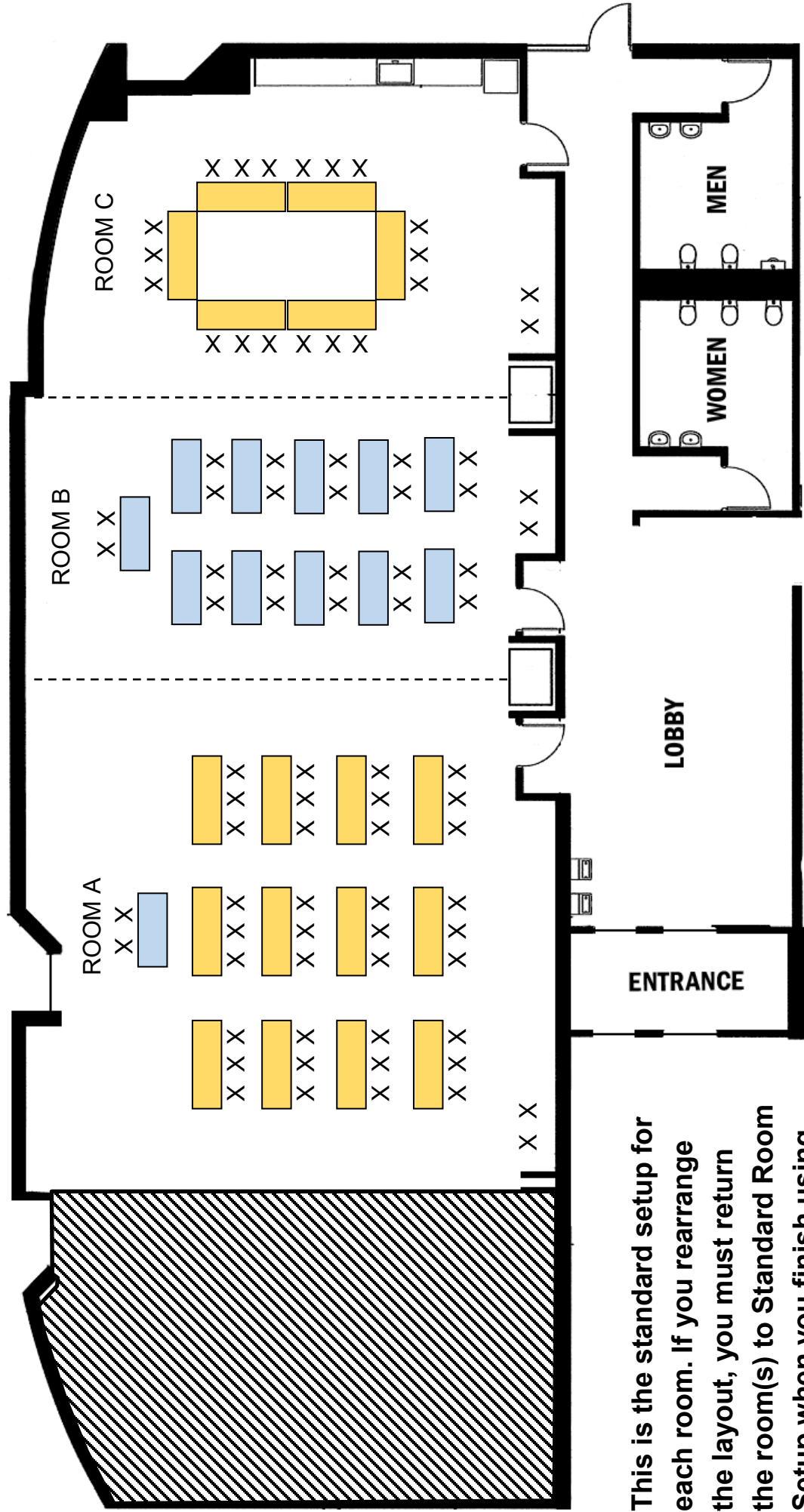
\_\_\_\_\_  
Request Denied (see comments below)

Room Assigned: Room A \_\_\_\_\_ Room B \_\_\_\_\_ Room C \_\_\_\_\_ Boardroom \_\_\_\_\_

Key Number Issued \_\_\_\_\_ Date Taken \_\_\_\_\_ Date Returned \_\_\_\_\_

Comments: \_\_\_\_\_

# Standard Meeting Room Setup



This is the standard setup for each room. If you rearrange the layout, you must return the room(s) to Standard Room Setup when you finish using the room.

## Legend:

- X = Chair
-  = 6 Table
-  = 8 Table

Approximate number of tables/chairs for each room.

Seating capacities:	Room A	Room B	Room C	Rooms A-B-C
Chairs Only:	125	100	50	275
Chairs & Tables	60	50	35	145

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**MEETING ROOM GENERAL GUIDELINES**

*I understand that I am responsible for:*

1. Using only the room(s) approved on this meeting room application. I also understand that during Extension Service business hours or when the building is in use by others I will not have use of the lobby for tables or personal meetings.
2. Providing directions to the Extension Service office for members of my group.
3. Cleaning the floors if necessary. (Vacuums are provided.)
4. Removing garbage to dumpster.
5. Wiping off tables if necessary.
6. Checking restrooms to make sure lights are out and no mess is left behind.
7. Returning tables and chairs to their original positions.
8. Providing my own equipment, copies, supplies and anything else necessary for my meeting. In addition, I understand that Extension Service employees will be unavailable to receive incoming phone calls for members of my group.
9. Ensuring that attendees avoid excessive noise in lobby during Extension Service business hours; conversations between individuals and those using cell phones should be held away from the receptionist window.
10. Ensuring that attendees respect Extension's "No Smoking inside Building" policy.
11. 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.***