

# Franklin County Cooperative Extension Service Meeting Room Policy and Reservation Form

Approved: January 31, 2019  
Effective Date: February 1, 2019

## Cooperative Extension Service

Franklin County  
101 Lakeview Court  
Frankfort KY 40601  
(502) 695-9035  
Fax: (502) 695-9309  
franklin.ca.uky.edu

The policies described here to apply to the Franklin County Cooperative Extension Service (FCCES) office located at 101 Lakeview Court, Frankfort, Kentucky. The policies are set by the FCCES District Board and the FCCES Agents.

## **DEFINITION OF USER GROUPS**

### **FRANKLIN COUNTY COOPERATIVE EXTENSION GROUPS**

First priority users (FCCES District Board and all county groups that relate directly to the council: District Board, 4-H Council, Homemakers Council, Agriculture advisory and commodity groups, Agents, Professional Association activities, and other county-wide Cooperative Extension organizations). Must have at least one FCCES agent directly involved with the organization. Groups meeting this classification will not be charged a rental fee for use; however, a cleaning fee could be assessed by the FCCES District Board Meeting Room Committee.

### **FRANKLIN COUNTY COOPERATIVE EXTENSION SUPPORT GROUPS**

Those organizations outside the umbrella of FCCES who are "related to" its efforts and mission. These could be defined as commodity groups, advisory councils, organizations that have a significant or unique tie to FCCES (ex. Farm Bureau, Quilters Guild, Fair Board, Franklin County Beef Cattle Association, Franklin County Government). Must have at least one FCCES agent directly involved with the organization. Groups meeting this classification will not be charged a rental fee for use; however, a cleaning fee could be assessed by the FCCES District Board Meeting Room Committee.

### **FOR-PROFIT AND NON-PROFIT GROUPS**

Civic, educational, government, university, and cultural organizations which have qualified and received notification of their non-profit tax-exempt status under Section 501 of the Internal Revenue Code and do not fit in one of the above categories will be classified as a non-profit group. Groups which have not received non-profit tax-exempt status under Section 501 of the Internal Revenue Code will be classified as a For-profit group. Those groups who do not fall into either FCCES groups or FCCES Support Groups will be charged a room rental fee.

### **NO PRIVATE FUNCTIONS WILL BE ALLOWED**

These private functions include but are not limited to: birthday parties, holiday parties, baby showers, wedding showers, receptions, family reunions, social affairs, office parties, work/social parties etc.

### **NO POLITICAL FUNDRAISERS OR PARTISIAN POLITICAL MEETINGS WILL BE ALLOWED.**

**All Groups must abide by the Kentucky Cooperative Extension non-discriminatory guidelines as listed on the on the last page of this document.**



## **ROOM USE FEES**

Room use fees are charged to all organizations (exemptions noted in previous section) who are granted use of a room. These fees partially recover the Extension Services cost of providing these rooms for public use.

<b>Meeting Room</b>	<b>A/B</b>	<b>C</b>	<b>E/F</b>	<b>G</b>
	\$100.00	\$50.00	\$100.00	\$100.00

Organizations that reserve a room and fail to cancel within 2 business days will be charged (unless weather related).

## **RESERVATIONS**

1. Reservations and the master calendar will be kept/scheduled by Carla A. Carter, Staff Assistant. All reservations and requests for scheduling should be made by calling 502-695-9035 or emailing [carla.graham@uky.edu](mailto:carla.graham@uky.edu).
2. Scheduling will be done on a first-come, first-served basis with the County Extension Service Agents receiving priority. (See definition of users groups.)
3. No reservations for groups or organizations outside of FCCES shall be accepted more than four months in advance. No group will be permitted to reserve consecutive monthly dates without approval from FCCES Agent.
4. All requests for the use of the conference facilities are to be submitted on the appropriate forms. Forms may be obtained from the FCCES Office during business hours which are 8:00 a.m.-4:30 p.m., Monday-Friday or from the FCCES website (<http://franklin.ca.uky.edu>).
5. FCCES Office is closed noon December 24<sup>th</sup> through January 1<sup>st</sup> and will not be available for use. In addition, the office will be closed from noon on the day prior to the Thanksgiving holiday, including the Friday, Saturday and Sunday of that Holiday weekend.
6. Renter acknowledges that the use of the FCCES Education Center is non-exclusive during the rental period and that from time to time there may be another meeting being conducted in other meeting rooms.
7. If all guideline are not followed, the association has the right to cancel the rental contract and deny any future requests for room rental to the applicant.
8. Renter will only have access to their contracted room(s). Renter may not utilize any other meeting rooms within the FCCES Education Center without prior written addendum. Additional fees may be accrued by renter for use of additional meetings room.

## **KEYS**

1. For meetings that begin after 4:30 p.m. Monday through Friday and weekend meetings, keys must be picked up during normal business hours (8:00 am – 4:30 pm). Obtaining a key is the responsibility of the person or group that is using the facility.
2. Keys must be left in the designated spot in the meeting room or returned to the office within three days following the event. Staff will check for keys left by groups the following morning during regular business hours.
3. Keys not returned within the timeline outlined in this policy will be charged a fee of \$5.00 per day until the key is returned.

4. If a key is not returned within one week of the event, or has been identified as lost, the group or individual signing for the key will be charged a replacement/rekeying fee (minimum \$50.00).
5. Lost/Stolen/Unreturned keys may result in additional charges if rekeying of the locks are deemed necessary. Decisions as to rekeying will be made by the FCCES District Board on a case-by-case basis with due consideration given to the impact on facility security.
6. Any damage or loss to the facility or properties, due to loss or non-return of a key could also result in additional fees and charges being levied at the discretion of the FCCES District Board.
7. If the FCCES office closes due to acts of god, weather, or other unforeseeable circumstances (ie. Power failures, water outages), FCCES staff will make appropriate attempts to reach the main contact on this agreement. Renter will take no penalties due to these circumstances.

## **GUIDELINES**

1. All groups hosting meetings at the FCCES Service office must sign or have on file an anti-discrimination form prior to meeting. (See attached)
2. Room reservations may not be transferred, assigned or sublet.
3. The FCCES Personnel, or a duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
4. The Renter 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.).
5. Liability - Renter agrees to protect, indemnify, defend, save and hold harmless FCCES and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, included, but not limited to, the following:
  - a. Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by FCCES. FCCES will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond FCCES's control.
  - b. Renter's Property. FCCES is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period. Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. FCCES will not be liable for the safety of Renter's guests. RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS FCCES FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.
6. *Force Majeure*: The performance of this Agreement is subject to acts of God, government authority, disaster, war, acts of terrorism, or other cause beyond the parties' control, which make it inadvisable, commercially impracticable, illegal or impossible to perform as originally contracted under this Agreement. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

7. Reservations are ONLY for the time stated on application form. Please do not expect to use facility before or after the time stated on reservation and all attendees of the Renter must be vacated by 11:00 p.m.
8. All meals must be catered. Special permission to use the cooking facilities may be granted with written approval from an Agent. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the FCCES and its staff are not responsible for payment, acceptance, and/or signatures.
9. Coffee pots are available for use in each meeting room.
10. Please allow and reserve adequate time for set-up and clean-up.
11. Reservation is granted on condition that if facility is needed for a FCCES function, grantee agrees to forgo use of facility, with two week advanced notice.
12. All persons attending the FCCES Education Center shall be properly clothed, including shirts and shoes at all times.
13. 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.
14. Room temperatures should be maintained between 68 and 72 degrees. Do not make adjustments with the thermostats. Exterior doors should not be propped open for arrival of attendees or during meetings.
15. Drugs, smoking, or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises and will be asked to leave immediately.
16. No decorations, charts, posters, etc. may be attached to the walls, facings, or doors. No tape, pins, nails, etc. should be used or attached to the walls, facings, or doors.
17. Any renters damaging property or equipment is responsible for the cost of the repair or replacement. All repairs/replacements will be arranged by FCCES personnel.
18. Renters will arrange room for their needs upon arrival. Room may be left the way it was used unless additional tables and chairs were set up, then these are to be returned to the storage racks. A maximum of 10 table and 20 chairs is to be left out after cleanup.
19. If floor and tables are dirty as a result of the meeting, please sweep/run vacuum, wipe off tables, etc. Clean up your mess. All leftover food is to be removed from the premises and may not be left in refrigerators or cabinets.
20. Failure to comply with these basic housekeeping functions creates an unnecessary burden for the next group scheduled to utilize the facilities as well as the janitorial staff. **Continual disregard will result in suspension of meeting room privileges.**
21. Groups composed of participants age 13 and under must be supervised by one adult for each ten children at all times while they are using the facility. The reservations must be made by one of the adults supervising the function.
22. Groups composed of participant's ages 14-18 must be supervised by one adult for each 15 youth at all times while they are using the facility. The reservation must be made by one of adults supervising the function.

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 in the future.
24. Please call and cancel if you do not wish to use the room after it has been reserved.
25. All groups must park on the side or around back during business hours. Park ONLY in marked parking spaces. Do not park on the sidewalk, lawn, or in unmarked areas. The FCCES District Board is not responsible for accidents or damage to personal property, individuals, or vehicles. Overflow parking is available next door at the USDA offices with prior approval.
26. The FCCES does not discriminate on the basis 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.
27. Renters that do not return the room to the condition described per their "contract" will be charged a minimum of \$30.00 per hour to reimburse janitorial services for same (tables, chairs, floors, blinds, counters, refrigerators, coffee makers, dishwasher, utensils, plates, glasses, etc). Renters that are unable to meet this condition within their membership can schedule these services when reserving room (a MINIMUM of one week in advance) for \$14.00 per hour. Damages will be charged at cost of repair/replacement.
28. Renters that will be serving food must indicate such when reserving room. All food trash will be taken to dumpster behind building by the Renter. Items placed in dishwasher and sinks will need to be properly stored when clean and are the **responsibility of the renter**.
29. Items, articles, literature, etc. left behind afterwards will be properly disposed of, recycled or otherwise dealt with at the discretion of the FCCES personnel.
30. FCCES understands that situations may change on short notice for the Renter. We request a minimum of 24 hours notice, no refunds will be given for less than 72 hours notice. If less than 24 hours notice is given, Renter will lose privileges of renting space at the FCCES Education Center for six (6) months.
31. In case of emergency, contact Keenan Bishop at 502-803-5117, Adam Leonberger at 502-209-9585, and/or call 911.

Date \_\_\_\_\_

**FRANKLIN COUNTY COOPERATIVE EXTENSION EDUCATION CENTER  
MEETING ROOMS**

**Short-Term Reservation Form**

**Cooperative Extension Service**

*Franklin County  
101 Lakeview Court  
Frankfort KY 40601  
(502) 695-9035  
Fax: (502) 695-9309  
franklin.ca.uky.edu*

Agent or Authorized person requesting room

\_\_\_\_\_

Title \_\_\_\_\_

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

Name of Meeting as advertised \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Estimated Number in Group \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose \_\_\_\_\_

Check Accommodations Needed:

Fees (price per each day)

_____ Meeting Room A/B	\$100
_____ Meeting Room C	\$50
_____ Meeting Room E/F	\$100
_____ Meeting Room G (lower level)	\$100

I acknowledge by my signature that I understand and accept all rules and regulations herein set forth.

\_\_\_\_\_

Signature of Agent or Person Making Request

\_\_\_\_\_

Printed Name of Agent or Person Making Request

\_\_\_\_\_

Address

(Day) \_\_\_\_\_ (Cell) \_\_\_\_\_

Phone Number

\_\_\_\_\_

Email Address

Fees are payable to:  
Franklin County Cooperative Extension Service (FCCES)  
101 Lakeview Court  
Frankfort, KY 40601  
502-695-9035  
Fax: 502-695-9309

Total Fee \$ \_\_\_\_\_



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**STATEMENT OF COMPLIANCE IN  
NONDISCRIMINATING CONDUCT OF  
EXTENSION SPONSORED GROUPS**

July 1, 2019 – June 30, 2020

This is to certify that

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(Organization/Group Name)

does not discriminate in its' membership and programming policies. Programs and membership are open to all persons regardless of basis 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

Signed:

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President/Chairman/Leader

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Mailing Address of Group

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Contact Phone Number

---

Email Address of Contact Person

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Date Signed

