DECLARATION:
The policies set forth in this document apply to everyone who reserves a meeting room at the Barren County Extension Service Office. The rooms covered in these policies include: a front meeting room with a demonstration kitchen, (102); a back meeting room (110), and an auditorium. These policies will serve as guidelines for meeting room use from this day until such time as new guidelines are adopted. As such, all previous documents relating to policies on meeting rooms at the Barren County Extension Service Office shall be considered null and void from this day forward.

USER GROUPS (1 thru 4) IN PRIORITY
Groups scheduling meeting rooms (for meetings not in connection with a Barren County Extension agent) must complete the required reservation form and submit to the Barren County Extension Office. No reservation will be confirmed until the reservation form is received in the Barren County Extension Office. Non-Extension sponsored groups may be pre-empted by a Barren County Extension agent with fourteen (14) days’ notice.

GROUP 1:
Barren County Extension Educational and Administration Programs - First Priority
Barren County Extension educational activities by agents, District Board meetings, and County Extension Council meetings have first priority in reserving the rooms. Scheduling can be up to 1 year in advance.

GROUP 2:
Barren County Extension Groups-Second Priority
Second priority will be given to county extension organization groups. These groups will be able to reserve the meeting rooms up to 6 months, with no agent required to be present, with a completed reservation form on file at the Barren County Extension Office. These groups include but are not limited to: the 4-H Council, county 4-H Clubs, county Homemaker Clubs, the Homemakers Council, agricultural advisory, horticulture advisory, Master Gardeners, and commodity groups.

District and State Extension Groups-Second Priority - (continued):
Any district or state Extension group will also have second priority in reserving the meeting rooms or conference room at the Extension Office. These groups will also be able to reserve a room up to 6 months in advance, with no agent being present, with a completed reservation form on file at the Barren County Extension Office. Reservation for any of these rooms requires approval from any Barren County Extension Agent that may be involved in the meeting topic.

GROUP 3:
Barren County Extension Related Groups -Third Priority:
Barren County groups that do not directly fall under the guidance of the Extension Office but whose programs are closely related to the Extension efforts; have third priority in reserving a meeting room at the Extension office. These groups are allowed to reserve a room up to two months in advance with no agent being present. The Barren County Emergency Management Agency (EMA) is included in this priority group for training programs, when necessary. In the event of an emergency and the Barren County Emergency Operations Center (EOC) is activated, EMA has priority over all scheduled events in the building.

GROUP 4:
Nonprofit Groups - Fourth Priority:
Educational, government, university and cultural organizations are allowed to reserve, for educational purposes only, any of the meeting rooms or auditorium (room selection depends on group size) at the Barren County Extension Office. Such organizations may schedule a meeting room up to two months in advance.
No Private Functions will be scheduled for activities. Private functions include, but are not limited to: baby and wedding showers, receptions, social affairs, family reunions and religious functions.

No political meetings or political fund raisers will be scheduled for meetings.

This building is a TOBACCO - USE - FREE environment

TIMES:
In order to accommodate the schedules of our clientele, the meeting rooms or auditorium can be reserved for a variety of days and times. No meeting shall begin before 8:00 a.m. on a business day. Meeting groups must conclude and exit the building by no later than 9:00 p.m. A time list follows:

1. Regular business hours meeting: Monday-Friday, 8:00 a.m.-4:30 p.m.
2. After hours meeting: Monday-Friday, 4:30 p.m.-9:00 p.m.
3. In the event of inclement weather, local media outlets will be notified of office closing.

RESERVATIONS:
1. The reservation must be made within the allotted time period for the specific group (referred to in previous section).
2. Before a reservation will be confirmed, the meeting room reservation form must be completed and on file at the Barren County Extension Office.
3. The person making the reservation must be at least 18 years of age.
4. The reservation calendar will be kept by the Barren County Extension secretarial staff.
5. At the time a reservation is made, a group will be assigned a room appropriate for the size of group and function. Special requests will be considered but not guaranteed.
6. Extension facilities will NOT be available from December 24-January 1 or any other official University of Kentucky Holiday.
7. Reservations cannot be transferred, reassigned, or sub-let.

MEETING ROOM RULES:

1. The Extension staff has the right to enter all facilities, at all times during any and all occupancies.
2. For meetings during office hours, participants should park in the right front or side parking lot. Please leave parking at the left hand side of the front of the building available for short-term visits.
3. Please bring all office supplies needed to carry out the meeting. Duplicating equipment, pencils, paper, etc., are not available for use by groups.
4. All waste should be placed in the trash cans. All empty and rinsed drink cans should be placed in the recycling bin.
5. It is the responsibility of the group which reserves the room to make sure that the room is in the exact same condition as they found it or better.
6. All meetings must be concluded by 9:00 p.m. The leaders should remain until all participants have left. All participants should be out of the building by no later than 9:00.
7. All lights in the meeting rooms and restrooms are to be turned off at the end of the meeting.
8. All persons using the Extension facilities shall be properly clothed, including shirts and shoes.
9. Do not scoot, pull, or drag tables or chairs on tile floors. Pick up the chairs and tables when they need to be moved.
10. Alcohol, illegal drugs, and firearms (excluding official extension sponsored firearm instruction programs) are not allowed in the building. Under no circumstances should an intoxicated person be permitted on the premises.
11. No decorations, charts, posters, etc., can be attached to the walls, facings, or doors.
12. Any damages to property and/or equipment are the sole responsibility of the group reserving the room. All repairs will be arranged by Extension personnel with the cost being paid by the group responsible for-reserving the room(s).

13. Groups that have members under the age of 18 are to have 1 adult to supervise every 10 members, at all times.

14. The Barren County Extension Service will not be held responsible for any accidents or lost items incurred while a group is on the property.

15. All tables and chairs must be set up by the group having the meeting with assistance from the custodian. A room diagram is available and with pre-planning of seating, can be arranged for set-up ahead of meeting by the office custodian.

(Return room arrangement for tables and chairs as it was found before your activity.)

16. The Barren County Extension Office does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.

**KITCHEN POLICY:**

All kitchen supplies including coffee, condiments, paper goods, and other beverage and food service items shall be provided by the group using the kitchen. Clean and return any kitchen utensils or supplies that were used to their labeled location.

Abiding by the following procedures will help ensure that the kitchens remain clean. A good rule to follow is to "leave it equal to or better than you found it."

1. _____ If the dishwasher is used, remove and return clean dishes to their labeled location.
2. _____ Clean all surfaces and appliances used.
3. _____ Put everything in its proper place as labeled.
4. _____ No Extension property shall be removed from premises.
5. _____ Remove and dispose any of your group's food from refrigerator.
6. _____ Remove all personal food prep/service equipment and utensils from meeting facilities.
7. _____ Turn off all appliances.
8. _____ Unplug small appliances, such as coffee pots.
9. _____ Turn off all lights in kitchen.

We ask that you abide by these procedures to help ensure that the kitchen remains clean.

"Leave the facility equal to or better than you found it."

**Thanks!**

*Date Effective March 1, 2008, Updated August 16, 2010*
Barren County Cooperative Extension Service

Meeting Room Reservation Form

ORGANIZATION NAME: ________________________________

Group Category: 1) ___ Extension  2) ___ Extension Groups  3) ___ Extension Related  4) ___ Non Profit

Please mark the meeting space you are requesting:  

______ Front Meeting Room (#102)  
______ Back Meeting Room (#110)  
______ Auditorium  
______ Kitchen Access

Please mark the equipment you are requesting:  

______ Projector  
______ Microphone  
______ Podium __ Stand Alone  
______ Table Top

______ One Time Meeting  ____ Repeat Meeting

Dates Needed: ______________________________________

Today’s Date: ____________________________  Room Reservation Date ______________________

Beginning Meeting Time: ____________________  Ending Meeting Time: ____________________

Time Room Needed for Setup: ________________  Number of People Expected: ________________

Office Supplies, copies, telephones, and kitchen supplies WILL NOT be provided by the Extension Office. Please bring all necessary supplies and equipment to conduct your meeting.

Contact name (please print) ________________________________

Signature: ________________________________________

Cell Phone Number: ________________________  E-mail address: _____________________________

RETURN THIS FORM TO: Barren County Extension Office
1463 West Main Street
Glasgow, KY 42141
Phone: 270-651-3818
Fax: 270-651-3744

Reservation is NOT confirmed until this form is received and on file at the Barren County Extension Office.

FOR OFFICE USE ONLY

Date Received by office staff ______________________

Agent Approval ________________________________
ROOM ARRANGEMENTS

Classroom Style

Theater Style

Circle One

Solid Square

Hollow Square

U-Shaped

Chevron