




MARCH 1, 2022

GRAVES COUNTY EXTENSION OFFICE
CAMPUS USAGE AGREEMENT

270.247.2334
GRAVES.EXT@UKY.EDU
4200 St. Rt. 45 N. Mayfield, KY 42066



Room Set Up and Clean Up

At the close of your event, tables are to be clear, chairs pushed under the tables, floors free of trash, empty trash, and place in dumpster in rear of the building. **The room set-up should be as you found it prior to the event.**

If using the kitchen, please wash and put away hand washed dishes. If using dishwasher, it can be left running. All items (coffee pot, sinks, range, cabinets, etc.) must be clean. Wet dish towels should be draped over the washer. Please check refrigerator & remove **all** food you brought.

AV equipment is available for use. It is the responsibility of the applicant to set-up equipment. No tech support will be provided.

Disclaimer

*No vending machines on the premises

*If using the building after hours, applicant must schedule a time to pick-up a key with Extension employee.

*Tables and chairs are not set up for maximum capacity. It is the responsibility of applicant to set tables and chairs for event.

EVENT INFO:
Date of Request
Event Date
Event Time
On-site Lead Contact Info:

ORGANIZATION INFO:
Organization Name
Organization Address
Contact Person Name
Contact Person Telephone Number

EVENT DESCRIPTION:
Estimated Attendance

ROOMS TO BE UTILIZED	
Conference Room A (max capacity: 90 people)	
Conference Room B (max capacity 90 people)	
Conference Room C (max capacity 90 people)	
Rooms A, B, & C (appx. 296 people)	
Board Room (appx. 12 people)	
Project Room E (appx. people)	
Project Room F (appx. people)	
*Dirty Project room w/garage door	

Rooms are not set-up for maximum capacity. Applicant must set-up tables/chairs prior to meeting.

*THIS SECTION MUST BE COMPLETED BY PERSON SUBMITTING APPLICATION IN ORDER FOR APPLICATION TO BE CONSIDERED	
RANKING INDICATION	(Descriptions listed on pages 4 & 5)
First Priority User	
Second Priority User	

**Graves County Extension Service
Reservation Form**

A statement of understanding and signature line:

I have read and understand the details and provisions outlined in the Graves County Extension Office Usage Agreement. In addition, I understand the Graves County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the Graves 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. *Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of 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.*

Applicant/ Contact Person (Print)

Date

Applicant/ Contact Person (Signature)

Date

Extension Office Personnel (Print)

Date

Graves County Extension Service

Meeting Room Policy

The policies set forth in this document apply to anyone reserving a meeting room at the Graves County Extension Office located at 4200 State Route 45 North, Mayfield, KY. The rooms covered in these policies include the meeting room and the kitchen. 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 shall be considered null and void from this day forward. Please submit required information to the Graves County Extension Office via email at graves.EXT@uky.edu or deliver to 4200 State Route 45 North, Mayfield, KY M-F from 8:00am-4:30pm. Room usage approval will be given to the contact person as soon as possible.

The meeting facilities of the Graves County Extension Office have a primary purpose of meeting the educational needs of Extension sponsored activities. Outside groups may reserve and use the meeting rooms for educational programs/activities; however, the Graves County Extension Service and its affiliated organizations accepts no responsibility for any loss, injury, or damage to persons or property arising from facilities use.

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of 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. Signing room usage form is indicative of your compliance with all regulations in this document.

DEFINITION OF USER GROUPS

First Priority Users – Graves County Cooperative Extension Groups

Graves County Cooperative Extension Groups and multi-county Extension organizations involving Graves County Extension groups have first priority in reserving the meeting rooms at the Extension facility. At least one Graves County Extension Agent is directly involved with the organization/program. (The agent does not need to be present at the activity.) These groups include, but are not limited to: the Graves County Extension Council, the District Board, the County 4-H Council, County 4-H Clubs, Extension Homemaker Clubs, the Extension Homemakers' Advisory Council, agriculture advisory groups, Extension staff development activities, and programs being directly coordinated by a Graves County Extension Agent. These groups will be able to reserve the meeting rooms up to 12 months in advance, and is allowed to schedule re-occurring meetings at the time of room reservation.

Second Priority Users – Graves County Cooperative Extension Support Groups

Support groups are those organizations outside the umbrella and program definition of Graves County Extension who are related to its efforts. These could be commodity groups, advisory councils, organizations that have a significant or unique tie to Extension. At least one Graves County Extension Agent is directly involved with the organization/program. The agent does not need to be present at the activity. These groups will be able to reserve the meeting rooms up to 90 days (3 months) in advance. All future meetings need to be scheduled within 30 days of the event, no re-occurring scheduling.

No personal events may be scheduled such as wedding showers, reunions, parties, etc.

Updated March 2022

RESERVATIONS and CANCELLATION POLICY

1. Reservations will be kept by the Graves County Extension support staff (270-247-2334). Level 1 priority only: Pick up key, keycard, and/or fob before 4:00 pm for night meetings. Weekend meetings must pick-up key on Friday.
2. Reservations will be on a first-come, first-serve basis with the Graves County Extension Service receiving priority. (See definition of user groups.) Summary is provided below:

<u>Priority Ranking</u>	<u>May schedule an activity up to...</u>
1 st Priority	12 months in advance with Agent approval
2 nd Priority	90 days (3 months) in advance with Agent approval

3. An Extension program (1st Priority ranking) can pre-empt a 2nd priority User Group with 30 days advanced notice with Agent approval.
4. Continuing meeting dates (certain day of each month) will not be granted unless Agent related.
5. **All requests for the use of the Graves County Extension Service facilities are to be submitted via email or in person. Once approval has been given the contact person will be notified and scheduling will then take place.**
6. The Graves County Extension Office is not available for usage from December 24th – January 1st or all other holiday weekends observed by Extension.
7. **Meeting room cancellation policy**
All events held at the Graves County Extension Service building and Extension related events will be canceled if the following events occur: severe weather (Graves County Schools out or dismissed early due to weather), acts of nature (e.g., earthquake), local or national states of emergency, and/or an emergency at or closing of the Graves County Extension Service facility (e.g., snow/ice, water leak, power outage, etc.).

RULES

1. **Alcohol, Drugs, and Tobacco products (this includes vapor and smokeless tobacco products) may not be used in the building or entire campus (including parking lot).**
2. Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
3. Refreshments, paper products, plastic ware, and coffee is the responsibility of the user group. The Graves County Extension Service will not provide any kitchen or eating utensils such as paper products, dishes, or flatware unless previously arranged. Refrigerator in the kitchen may be used, but all food from your event must be removed at the close of the event.
4. A broom and mop will be available for use in the janitorial closes and is located in hallway across from the IT closet.
5. **User is responsible for the pickup and return of keys** if the meeting is at a time when no authorized Extension personnel will be in the building. **Keys must be placed in the dropbox when leaving. The key drop box is located at the main entrance to the building.**
6. Building must be vacated by 10:00 p.m. except for meetings involving an Extension Agent.
7. Groups composed of age 13 and under must be supervised by one adult for each 10 children at all times while they are using the facility. Groups composed of ages 14-18 must be supervised by one adult for each 15 youth at all times while they are using the facility.
8. **Appropriate behavior must be maintained. Disruptive behavior could result in future denial of use of the facility.**
9. Please move furniture in a manner that does not damage items and/or the floor.
10. **No decorations, charts, posters, etc. can be attached to any wall, facing, or door.**
11. Extension staff has free access to the premises at all times.
12. Extension personnel are directed not to handle incoming calls (except emergencies), make copies, send faxes, or authorize use of office phones or other equipment for person(s) / organizations, etc.
13. The reservation applicant 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.)

14. Reservations are **ONLY** for the time stated on the application form (this includes set-up and clean-up time).
15. Reservation is granted on condition that if facility is needed for an Extension function, grantee agrees to forgo use of facility, with advance notice.
16. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel.
17. Weapons shall not be allowed in the building or on the premises (exceptions may be made for special projects such as 4-H Shooting Sports or similar educational activities and for law enforcement officials.)
18. No concealed weapons shall be allowed in the building with the exception of security or law enforcement officers.
19. No pyrotechnics shall be allowed on the premises.
20. For the safety of all persons using the facility, proper behavior shall be expected (no horseplay, climbing on furnishings, etc.).
21. No parking or vehicles on the entryways and grass.

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of 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.

Each group reserving the building must comply by these same guidelines. If the group requesting the facility does not agree with or adhere to this policy, then said group will be denied access to the facility.

The Graves County Extension District Board reserves the right to change any rule on the meeting room policy.