



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

Graves County

PHONE
270-247-2334

EMAIL
william.hill@uky.edu

HOURS
Monday - Friday
8 AM - 4:30 PM

ADDRESS
4200 St Rt 45 N
Mayfield, KY 42066

CAMPUS USAGE AGREEMENT

RESPONSIBILITIES OF THE APPLICANT IF YOUR EVENT IS APPROVED AND SCHEDULED:

Please initial boxes as the form is read signifying your understanding of our policies.

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BEFORE YOUR EVENT:

- Pick up key fob before your event (consult with building manager for pickup)
- Set up tables + chairs during your allotted set up time
- Bring all of your own needed materials, supplies, food and drinks
(we do not have vending machines)

Important note: Our projectors use standard HDMI cords. Bring adapters to accommodate your electronic device.

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AFTER YOUR EVENT:

- Take down tables and chairs to return room to pre-event state
- Take out the trash
- Clean all used items such as coffee pot, sinks, range, cabinets, etc.
- Sweep or vacuum as needed
- Remove all food from refrigerator
- Wash, dry and put away any dishes used
- Return key fob and any borrowed equipment to front desk

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EXTENSION STAFF ARE NOT EXPECTED TO:

- Provide administrative support such as making copies
- Provide technological support
- Provide supplies such as food, drinks, paper products, etc. for your event
- Supervise children. Children should be under direct supervision of parent or guardian.

Please submit completed form to the Graves County Extension Office
during business hours or email william.hill@uky.edu.

The applicant will be contacted when the room usage has either
been approved or denied.



RULES FOR ROOM USE

1. No decorations, charts, posters, etc. can be attached to any wall, door facing or door.
2. Any user damaging property or equipment is responsible for the cost of the repair or replacement.
 - a. All repairs will be arranged by Extension personnel.
3. Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
4. Appropriate behavior must be maintained. Disruptive behavior could result in future denial of facility use.
5. Move furniture in a manner that does not damage items and/or the floor.
6. A broom and vacuum will be available for use in the janitorial closet.
 - a. For events in the project hallway, a closet is located in the hallway across from the IT closet.
 - b. For events in the meeting rooms, a closet is located in room B.



CAMPUS POLICY

1. No alcohol, drugs, tobacco, vapor, or smokeless tobacco products may be used in the buildings or on the campus.
2. Weapons shall not be allowed in the building or on the premises
 - a. exceptions may be made for special projects such as 4-H Shooting Sports or similar educational activities and for law enforcement officials.
3. Extension staff has free access to the premises at all times.
4. Private parties, showers, religious or political events are not allowed. All events should be educational in nature.
5. Reservations are ONLY for the time stated by the applicant (this includes set-up and clean-up time).
6. Extension office functions take precedent. Groups may be bumped to another room.
7. The Graves County Extension District Board reserves the right to change any rule on the meeting room policy.

**In the event of severe weather please contact the Extension office immediately
if your meeting/event will be canceled.**

Outside groups using the building assume the risk.
In the event of an emergency, call 270-970-5142

EVENT INFO

Events may be schedule up to 2 months in advance

TODAY'S DATE:

NAME OF APPLICANT:

PHONE:

EVENT DATE:

EMAIL:

EVENT TIME:

TOTAL TIME NEEDED (INCLUDING SETUP & CLEANUP):

ORGANIZATION NAME:

PHONE:

ORGANIZATION ADDRESS:

CONTACT PERSON FOR EVENT IF DIFFERENT THAN APPLICANT:

PHONE:

EVENT TITLE:

ESTIMATED ATTENDANCE:

DETAILED EVENT DESCRIPTION:

IS THE KITCHEN NEEDED FOR THE EVENT?

AVAILABLE EQUIPMENT

___ Projector

___ Speakers

___ Lapel microphone

___ Pointers for projector

___ Wireless microphone

WE HAVE 75 PARKING SPOTS AVAILABLE, CARPOOLING IS ENCOURAGED.

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.

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