



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

Graves County

PHONE
270-247-2334

EMAIL
graves.ext@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 4 PM the day of event (if event is after hours)
- Pick up key fob before 4 PM on Friday (if event is during the weekend)
- Set up tables + chairs during your allotted set up time
(if your event requires set-up and occurs before noon, please schedule time of day to do so prior to event)
- 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
(refer to binder received on day of the event for room diagrams)
- Take out the trash
- Clean all used items such as coffee pot, sinks, range, cabinets, etc.
- Sweep, mop and vacuum as needed
- Remove all food from refrigerator
- Wash, dry and put away any dishes used
- Return key fob and any borrowed equipment as directed

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EXTENSION STAFF ARE NOT EXPECTED TO:

- Provide administrative support such as making copies
- Provide technological support AV equipment, personal files or devices
- Provide supplies such as food, a coffee pot, any paper products, etc. for your event
- Supervise children or youth unless an agent or volunteer is leading the event

Please submit required information to the Graves County Extension Office via email or deliver to the Service building during our working hours.

Notice of room usage approval or denial will be given to the contact person within 3-4 business days of receiving application.



RULES FOR ROOM USE

1. Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
2. Appropriate behavior must be maintained. Disruptive behavior could result in future denial of facility use.
3. No decorations, charts, posters, etc. can be attached to any wall, facing or door.
4. Move furniture in a manner that does not damage items and/or the floor.
5. 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.
6. A broom, vacuum, and mop 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.
7. No pyrotechnics shall be allowed on the premises.
8. No parking vehicles on the entryways and grass without permission.



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. For internal usage, we cannot accommodate events of a personal, family, religious or political nature. We also cannot hold private business events that do not contribute to community education or development.
5. The 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.).
6. Reservations are ONLY for the time stated by the applicant (this includes set-up and clean-up time).
7. If facility is needed for an Extension function, the grantee agrees to forgo use of facility or accept another room, with advance notice of 30 days and agent approval.
8. The Graves County Extension District Board reserves the right to change any rule on the meeting room policy.



All events held at the Graves County Extension Service building and all Extension related events will be canceled if the following events occur:

- severe weather (local schools are out or dismissed early due to weather)
- acts of nature (e.g., earthquake)
- local or national states of emergency
- an emergency at or closing of the Extension Service facility (e.g., snow/ice, water leak, power outage, etc.)

EVENT INFO

DATE OF REQUEST:

NAME OF APPLICANT:

PHONE:

EVENT DATE:

EVENT TIME:

EVENT DURATION:

SETUP TIME (& DATE IF DIFFERENT):

CLEAN-UP DURATION:

ORGANIZATION NAME:

PHONE:

ORGANIZATION ADDRESS:

NAME OF PERSON(S) HOSTING EVENT:

PHONE:

NAME OF PERSON(S) SETTING UP:

PHONE:

NAME OF PERSON PICKING UP KEY FOB:

PHONE:

EVENT TITLE:

ESTIMATED ATTENDANCE:

DETAILED EVENT DESCRIPTION:

EQUIPMENT ACCESSIBLE

☐ Projector

☐ Speakers

☐ Lapel microphone

☐ Pointers for projector

☐ Wireless microphone

☐ Plan on bringing food

EVENTS WITH OVER 50 PEOPLE REQUIRE A PHONE CONSULT.
WE HAVE 75 PARKING SPOTS AVAILABLE, CARPOOLING IS ENCOURAGED.

USER PRIORITY LEVEL

☐ First Priority User

- Extension groups, Extension organizations or Extension events
- May schedule up to 12 months in advance

☐ Second Priority User

- Groups, organizations or events contributing to the mission of Extension in one of the following areas:
 - agriculture, natural resources, family & consumer sciences, youth development as well as community and economic development
- May schedule up to 2 months in advance

REGARDING OUTSIDE EVENTS

**For events anticipating 300+ people
or for those who requested the use of outdoor space.**

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1. All outdoor events require a meeting / phone call for specifications.
2. There will be no access to building electricity or restrooms.
 - a. porta potties and generators must be brought in.
3. Any scattered litter must be picked up.
4. For any event related trash, the dumpster can be used. Please place trash inside the dumpster and do not leave any sitting beside it.
5. There should be no destruction of the landscape.
6. If you plan on bringing inflatables, they cannot be placed on the grass.
7. Please park in the designated areas and not on the grass.
8. Special permission will be needed to leave any equipment on the premises outside of your allotted event time.
9. Refrain from calling agents after hours unless there is an emergency.
10. There is no unauthorized personnel near the fields surrounding the Extension Office.

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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