

MONTGOMERY COUNTY EXTENSION SERVICE FACILITIES POLICY

The policies set forth in this document apply to everyone who reserves a meeting space at the Montgomery County Extension Office (MCEO). All meeting space requires prior approval for use. The meeting space covered in these policies includes:

1. Extension Education Center Large Conference Room
2. Extension Education Center Small Conference Room
3. Extension Education Center Kitchen
4. Extension Office Meeting Room

Groups scheduling meeting space for meetings **NOT** in connection with a Montgomery County Extension Agent must complete the required reservation form and submit it to the MCEO in a timely manner as defined by these guidelines. Non-Extension sponsored groups may be preempted by a Montgomery County Extension agent with fifteen days' notice. Groups will be authorized to use the MCEO meeting space in the order listed below.

1. Montgomery County Extension Groups with agent present

An Extension Agent may schedule any of the facilities at any time provided it has not been duly reserved by any other group and provided the agent will be present at the meeting. Agent must open the facility, remain on site during the event, close the facility, and provide proper custodial services.

2. Montgomery County Extension Groups without agent present

These groups will be able to reserve rooms up to 45 days in advance, with no agent present, with a completed reservation form on file at MCEO. These groups include, but are not limited to: County Extension Council, District Board, 4-H Council, county 4-H Clubs, county Homemaker Clubs, Homemakers Council, Agricultural Advisory, Agriculture Development Council, and Commodity groups.

3. District and State Extension Groups

Any district or state Extension group, groups will also be able to reserve a room 45 days in advance, with no agent being present, with a completed reservation form on file at the MCEO.

4. Montgomery County Extension Related Groups

Groups that do not directly fall under the guidance of the MCEO, but whose programs are closely related to the Extension purpose and agents actively partnering with the group, are allowed to reserve the facilities. Such groups may reserve a room up to 30 days in advance, with no agent being present. The Extension Education Center will require a group to pay for custodial services at a rate of \$50/hour and audio visual services at a rate of \$30/hour if requested. A minimum of 2 hours usage is required.

No group shall partner, support, nor promote any for-profit organization or business during the rental of the facilities.

5. Non-Profit Groups

Civic, educational, government, university and cultural organizations will be allowed to reserve the conference rooms at MCEO. Such organizations may schedule a meeting space up to 30 days in advance. Cancellation of a reservation must have a 7 day notice to receive fee refund.

Custodial and audio visual services will be charged to the group.

1. There will be a \$300.00 deposit for all facilities.
2. Rates for facilities are as follows:
\$75.00 per hour for Extension Education Center Large Room
\$50.00 per hour for Extension Education Center Small Room.
\$50.00 per hour for Extension Office Meeting Room.
\$30.00 per hour for Audio Visual Services
3. Any remaining funds will be returned within 30 days after rental.
4. Any additional hours will be billed to the group

Conference Room Reservations

1. Before a reservation will be confirmed, the meeting room reservation form must be completed and on file at the Montgomery County Extension Office.
2. The reservation must be made within the allotted time period for the Non-profit.
3. The person making the reservation must be at least 18 years of age.
4. The reservation will be kept by MCEO secretarial staff.
5. Extension facilities will be unavailable from December 24-January 1.
6. Reservations cannot be transferred, reassigned, or sublet.
7. Deposits are due thirty (30) days prior to event. Refunds will be available thirty (30) days after event.

Meeting Room Guidelines

1. The Extension agents, or a duly authorized representative on duty, have the right to enter all facilities, at all times during any and all occupancies.
2. **Please bring all office supplies needed to carry out the meeting.** Copiers, audio-visual equipment (except in EEC conference rooms with technician scheduled), telephones, pencils, paper, etc., are not available for use by groups.
3. Food and drinks are permitted in the meeting rooms. All empty drink cans and waste materials should be placed in the waste baskets/bins.
4. It is the responsibility of the group which reserves the facilities where no

- custodial fees apply must make sure that the room is in the exact same condition as they found it or better. Any cleanup that is required will result in a minimum of \$50.00 fine against the group which reserved the room. Failure to comply can result in a loss of privileges for use of the facility. A mandatory Meeting Room Checklist is to be returned to the Extension Office at the end of each meeting.
5. All meetings must be concluded by 11:00 p.m. The leaders should remain until all participants have left.
 6. All lights in the meeting rooms and restrooms are to be turned off at the end of the meeting.
 7. All persons using the Extension facilities shall be properly clothed, including shirts and shoes.
 8. Do not scoot, pull, or drag tables or chairs on the tile floors. Pick up the chairs and tables when they need to be moved.
 9. Use of tobacco products, alcohol, illegal drugs, and firearms are not allowed in the buildings. Under no circumstances should an intoxicated person be permitted on the premises.
 10. No decorations, charts, posters, etc., can be attached to the walls, facings, or doors. No duct tape, no glitter, no silly string!
 11. 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 deducted from deposit. If remaining balance, it will be billed to the group responsible.
 12. Groups that have members under the age of 14 are to have 1 adult to supervise every 10 members at all times. Groups that have members from age 14-17 are to have 1 adult for every 15 members at all times.
 13. All meals must be catered. A kitchen is available with the large conference room for food storage during the meeting, warm-ups, and drink service if a group requests that it be open. (See attached sheet for kitchen rules.) All kitchen supplies and equipment (excluding coffee) are to be provided by the group using the kitchen unless prior arrangements have been made.
 14. The MCEO does not discriminate on the basis of race, color, national origin, sex religion, age, or disability in the provision of services.
 15. The MCEO will not be held responsible for any accidents or lost items incurred while a group is on the property.
 16. Wireless internet is available in the meeting rooms; however, we are not responsible for any service issues that may occur (i.e. technical difficulties with server or interrupted services).
 17. Any special requests must be addressed to the County Extension Agent in charge of facilities.

Meeting Room/Kitchen Policy For Groups With No Custodial Services Contracted

A good rule to follow is to **“leave it better than you found it.”**

Person in charge needs to check the following items and sign this document before you leave the facility. Leave the completed document with key.

The Montgomery County Extension Office has a demonstration kitchen and the Extension Education Center has a large catering kitchen. Meals must be catered or pot luck.

All kitchen supplies and equipment, (excluding coffee pot) condiments, paper goods, cups and other beverage and food service items, are to be provided by the group using the kitchen.

Clean and return all kitchen utensils or supplies that are used to their proper location. If uncertain please leave out.

DO NOT glue, tape or nail items to walls.

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

1. ____ Garbage bagged and taken to the dumpster out back. Replace plastic liners (provided by MCEO) in trash cans. For EEC, key to dumpster is in drawer closest to ice machine. For Extension Office, take to dumpster next to Health and Civic Center.
2. ____ Remove any of your group’s leftover food from refrigerator.
3. ____ Clean all surfaces that you used, including: range, oven, sink, microwave, countertops, cabinets, etc.
4. ____ Turn off all appliances and lights.
5. ____ Check bathrooms, make sure toilets flushed, and sinks are relatively clean.
6. ____ Clean tables and pick up visible debris and trash.
7. ____ Put everything in its proper place as you found it.
8. ____ Dirty dishes were either hand washed or put in dishwasher and washed.
9. ____ Floors have been either vacuumed, swept, or mopped as needed and in condition found before meeting.
10. ____ Tables were covered prior to use if you are using such materials as glue, paint, etc.
11. ____ Tables have been picked up and moved to position found. DO NOT scoot tables.
12. ____ Nothing was taped, glued, nailed or otherwise hung on the walls.
12. ____ All doors have been properly locked and double checked for security from the outside.
13. ____ Keys and this document have been left in a secure location, usually on the table.

I have completed the kitchen policy checklist and verify that all requirements have been met.

Group Name

Signature

Date