

**FAYETTE COUNTY COOPERATIVE EXTENSION FACILITY  
POLICY ON PUBLIC MEETING ROOMS  
Revised February 2005—Effective Date—July 1, 2005**

This document supersedes all previous ones. Policies and fees are to be reviewed annually by the Extension District Board and staff. Any fee changes will be effective each year.

The policies described here apply to the public meeting rooms of the Fayette County Cooperative Extension Service located at 1140 Red Mile place, Lexington, Kentucky. The policies are set by the Extension District Board and the Extension Agents. Please support our guidelines by refraining from asking for exceptions for your group.

The demonstration and teaching kitchens are not available for public use. The use of these facilities is for Extension programming solely. Meals must be catered (see rules section).

The three small conference rooms within the Extension office are for Fayette County Extension use only. Reservations for these rooms must be made by county staff.

Definitions of User Groups

**I. Fayette County Cooperative Extension Groups**

First priority users (Extension Council and all county groups that related directly to the council: district board, 4-H Council, Homemakers Council, Agriculture advisory and commodity groups, agents professional association activities, and other county-wide Extension organizations.) Must have at least one Fayette County Extension agent directly involved in the planning and delivery of education program and /or included in the agent's plan of work. There will be no charge for use. No rental fee will be charged.

**II. Fayette County Cooperative Extension Support Groups**

Support groups are those organizations outside the umbrella and program definition of Fayette 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. These groups must have at least one Fayette County Extension agent involved with the event. An hourly meeting room fee will be assessed.

**Groups I and II** shall be allowed to charge fees and sell items for specific purposes of underwriting the cost of organizing and executing educational programming.

### **III. Cooperative Extension Service (University of KY and KSU)**

This facility will be available for use by CES departments not directly related to Fayette County Cooperative Extension programs. Regular university classes may not be scheduled in the facility. Special meetings, in-service trainings, events may be scheduled provided the user group follows the enclosed guidelines. An hourly meeting room fee will be assessed.

Committee meetings of 20 people or less may be scheduled in the public meeting rooms if they are available, Monday through Friday from 8:00 a.m. until 4:30 p.m. Fayette County Extension reserves the right to move the meeting to another location in the building should the public meeting room be needed. There will be no charge assessed for committee meetings provided the room is left in acceptable condition. All reservation guidelines mentioned in this document apply. **Please: Actual Committee Meetings Only.**

### **IV. For Profit and Non-Profit Groups**

All government and university groups not listed in Group II or III, educational, civic and cultural organizations which have qualified and received notification of their non-profit, tax-exempt status under Section 501 of the Internal Revenue Code will be charged a lesser amount than for profit organizations.

County agencies that receive LFUCG funding and other LFUCG meetings will be assessed the non-profit rate. An hourly meeting room fee will be assessed. All reservation guidelines in this document apply.

### **V. No Private Functions Will Be Allowed**

These private functions include, but are not limited to: baby or wedding showers, receptions, family reunions, social affairs, sorority/fraternity functions, etc.

**PUBLIC MEETING ROOM FEES**

Fees are charged to all organizations who are granted use of a room (See Definition of User Groups). These fees partially recover the Fayette County Extension Service's cost of providing these rooms for public use.

Groups II and III  
(Extension Support Groups, CES; UK and KSU)

(See form for room identification. ABC represents all three rooms; A or C are exterior rooms; B is the interior room).

Between 8:00 a.m. and 4:30 p.m.

Between 4:30 p.m. and 9:00 p.m.

Rooms A/B/C	\$25 per hour	Rooms A/B/C	\$35 per hour
Rooms A/B or B/C	\$20 per hour	Rooms A/B or B/C	\$30 per hour
Room A	\$8 per hour	Room A	\$12 per hour
Room B	\$15 per hour	Room B	\$25 per hour
Room C	\$8 per hour	Room C	\$12 per hour

Group IV  
(For profit and non-profit groups)

A deposit is required at the time of reservation for all profit and non-profit groups. It will be completely refunded if the meeting is cancelled 14 days prior to the scheduled date. After that time a minimum of one-half of the rental fee will be retained. If the reservation cannot be accepted for any reason, your deposit will be refunded. See reservation guidelines for weather policy.

Room/s Requested	For Profit Groups			Non-Profit Groups		
	1 <sup>st</sup> Hour	Additional Hours	Deposit	1 <sup>st</sup> Hour	Additional Hours	Deposit
A/B/C	\$200	\$100	\$200	\$100	\$50	\$100
A	\$75	\$25	\$75	\$50	\$10	\$50
B	\$100	\$50	\$100	\$75	\$20	\$75
C	\$75	\$25	\$75	\$50	\$10	\$50

**Damage Fee for All User Groups**

Damages will be assessed per cost of repair or replacement. See item 14 under rules.

**FINAL DECISION**

The Fayette County Extension District Board and Staff reserve the right to make the final decision regarding the User Group type, fees assessed, and any damage fees.

## **Reservation Guidelines**

1. Reservations will be kept by the Fayette County Extension Office staff. Forms are available at the Extension Office.
2. Scheduling will be done on a first come first served basis with the County Extension Service receiving priority. (See definition of User Groups).
3. No reservations for groups or organizations outside of Fayette County Extension shall be accepted more than four months in advance. No group will be permitted to reserve consecutive weekly or monthly dates.
4. All requests for the use of the public meeting rooms are to be submitted on the appropriate forms. Forms may be obtained from the Extension Office during business hours. Telephone reservations will be held for 48 hours pending receipt of reservation form and deposit. A hold may be placed on a meeting room for 3 business days, after that the room will be released and available for reservation.
5. Persons obtaining reservations (21 years or older) are responsible for the group's conduct and respect for the facility. Any groups who abuse the facility or violate rules and regulations will not be allowed to reserve the facility for future use. Charges for damage will be assessed.
6. The Fayette County Extension Staff will be responsible for locking and unlocking the building or making arrangements for such.
7. Cancellations made prior to 14 days before the event will qualify for a full refund. After that, the renter will be assessed ½ of the rental fee. During bad weather, cancellations without charge will be accepted if Fayette County schools are closed the same day. Rescheduling will be allowed or the fee will be refunded.
8. A user group must provide their own audio visual equipment. A screen and sound system may be available in Room B with advanced request.
9. The facility is not available on weekends, before 8:00 a.m. or past 9:00 p.m. on weekdays, or other observed holidays except for Fayette County Extension Agent meetings. In addition to observed holidays, the Fayette County Extension Office is unavailable for use from December 24 through January 1.
10. Users assume all risk of harm that might result from use of the facilities, waive any claim that might arise out of this activity, and agree to release and hold harmless the University of Kentucky, its employees, agents, representatives, and volunteers specifically including but not limited to the Fayette County Extension Service harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney's fees, or demands of any kind and nature whatsoever which may arise by or in connection with use of the facilities.

## **RULES FOR USE OF FAYETTE COUNTY EXTENSION FACILITIES**

1. Room reservations may not be transferred, assigned or sublet.
2. The Extension Agents, or a duly authorized representative shall have the right to enter all facilities at all times during any and all occupancies.
3. The reservations 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 reservations applicant (health permits, insurance forms, etc.)
4. The Fayette County Extension District Board is not responsible for accidents, injury, illness, or loss of group or individual property. The Fayette County Extension District Board may require proof of insurance coverage at a county approved limit where the activity for which the reservation is sought involved food or is inherently hazardous to life or property.
5. Reservation is ONLY for time states on application form. Allow time in your request for set-up and clean-up. Please do not expect to use the facility before or after the time stated on the reservation and all people in the group must leave by the time the reservation expires. The building must be vacated by 9:00 p.m.
6. All meals must be catered. Teaching or demonstration kitchens are not available.
7. Reservation is granted on the condition that if the facility is needed for an Extension function, grantee agrees to forgo use of facility, with advance notice of six weeks.
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 the carpet or tile floor. Pick up chairs and tables when they need to be moved.
10. Telephone messages: The Fayette County secretarial staff is NOT responsible for taking messages. Pay phones are available on both sides of the meeting rooms for outgoing calls.
11. Drugs or alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.

12. No decorations, charts, posters, etc. can be attached to the walls, facings, or doors. Easels are not provided.
13. Copying and duplication services are NOT available.
14. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Extension personnel.
15. The Extension Office tables should be covered in the event that paint, glue or other substances that could be harmful to the surface are going to be used. Groups are responsible for bringing their own table covering. No hot items such as irons, crock pots or serving dishes should be placed on the tables.
16. Meeting room users are responsible for leaving the room in the condition it was found. Additional charges may be assessed to cover the charges.
17. Groups composed of age 13 or under must be supervised by one adult for each ten children at all times while they are using the facility. The reservation must be made by one of the adults supervising the function.
18. 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. The reservation must be made by one of the adults supervising the function.
19. Any person or persons violating the established rules and regulations, or constituting a public nuisance, will be asked to leave the facility and will not be allowed to use the building again for a minimum of one year.
20. The Fayette County Extension office does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services. Each group reserving the building must have a signed non-discrimination statement on file annually.

**Items left at the Fayette County Extension Office are not the responsibility of the Fayette County Extension Office and will become the property of the Fayette County Extension Office.**