

Morgan County Extension Center

Terms and Conditions for Use of the Meeting Room

OBJECTIVES: The Extension Center meeting room is available for uses consistent with community education. Its primary purpose is to serve the program needs of the Morgan County Extension staff and their customers. It also serves non-profit service organizations and other governmental agencies. It is available to all people without discrimination.

TERMS and CONDITIONS

1. We welcome all individuals and groups using the Morgan County Extension Meeting Room, especially youth groups. Appropriate adult supervision is required with youth activities.
2. The following uses of the meeting room are prohibited: sales promotions for products or services; religious meetings or worship services; strictly social events including receptions. Tobacco consumption (smoking, vaping or smokeless) is not permitted inside the Extension building. The consumption of alcohol, drugs, or other controlled (or illicit) substances are not permitted anywhere on the Extension grounds.
3. Room reservations may be made in person or by telephone during regular office hours with any Morgan County Extension staff member.
4. No party may reserve the meeting room for more than thirty-one days in advance with the exception of those hosted by a Morgan County Extension Agent.
5. No day or time of day restrictions are made on the room use. Room use at unusual hours needs to be reasonable and consistent with our stated room use objectives.
6. A key must be obtained in advance for meetings after office hours. It should be picked up the last working day before scheduled use. It should be placed in the drop box by the front door at the end of the room usage or return the next working day. When leaving key at end of room usage please lock room door, front door, and drop the key in the drop box. If you cannot lock doors, please contact a member of the Extension staff as soon as possible. A replacement fee of \$75 will be charged for a lost key.
7. The damage/cleaning deposit is \$25 for normal uses. The deposit is intended to assure the proper use of the meeting room and it not intended to discourage use.
 - a. A larger deposit may be assessed by the Extension staff.
 - b. The deposit may be waived.
 - c. All actual damage or extraordinary cleaning costs must be paid by the room users regardless of whether or not a deposit is secured by the Extension Center.
 - d. Deposits are fully refundable as long as reasonable cleanup efforts are made and no room or equipment damages are sustained.
 - e. Actual clean-up and damage repair costs will be deducted from the deposit. Any remaining money will be refunded.
 - f. Notice to Extension staff of damages incurred or equipment failure during the use of the meeting room is expected and appreciated.

8. The meeting room is equipped with tables, chairs, dry erase board, smart board, coffee pots and kitchen facilities (including the sink, range, microwave, and limited refrigerator space). The meeting room and kitchen area should be left clean and neat following all uses. Cleaning supplies are located in the Cleaning Supplies Closet to assist clean-up efforts. The meeting room key will open this closet.
9. All other equipment needs are the responsibility of the party reserving the room.
10. Food or other perishable supplies in the cupboards and refrigerator are not available for use unless specifically indicated by Extension staff.
11. Tables must be cleaned by washing off after usage. Tables and chairs must be left in arrangement found prior to use by any individual or group.
12. Users of the Extension Center meeting room have full use of the room as described in numbers 8, 9, 10, and 11 above. The lobby and restrooms are fully open for normal use as well but must be open for regular public use of the full Extension Center. The users of the meeting room should be aware that the Extension Center office area is not included in the room registration. Office items such as telephones, fax machine, copy machine, and secretarial services are not available for use. Parties scheduling the use of the meeting room must make other arrangements for such items outside of the Extension facility.
13. No meeting room equipment may be taken out of the room for outside or off grounds use.
14. Room decorations where attachments are made to the walls and ceilings must be pre-approved. No nails, screws, or mounting devices will be allowed. Decorations must be removed up the completion of the usage.
15. Fee collections are allowed by non-profit groups for the purposes of recouping reasonable program expenses. Any party who plans to assess a fee during the course of their room use must notify this to the Extension staff upon registration. Failure to properly notify a planned or unplanned fee assessment is in violation of these terms and conditions. Prohibition from further room use will be the likely consequence of such violation. The Extension staff reserves the right to refuse the room use if they suspect that improper fees will be assessed during the meeting room use.
16. Fundraising is prohibited at the Morgan County Extension Center with the exception of CSU Extension sanctioned functions. Morgan County Extension Agents will authorize sanctioned fundraising activities in the county including at the Extension Center.
17. Please notify the Extension staff of any cancellation of intended room use at the earliest possible time in order that we can free up the room schedule for other events.
18. The Morgan County Extension staff reserve the right to refuse the use of the meeting room to any party without cause.