

# Conference Room Request

All requests must be completed and returned to the Cole County Extension Center at least 2 weeks prior to the activity. The organization requesting use of the facilities will have access to the conference room; kitchen and bathrooms only after the designated names requested have been approved.

<b>Organization Name:</b>	<b>Authorized Representative:</b>
<b>Organization Address:</b>	<b>Title:</b>
	<b>E-mail:</b>
	<b>Phone:</b>
	<b>On-Site Contact:</b>

## Event information

<b>Date of event:</b>	<b>Access time:</b>	<b>Event start time:</b>	<b>Event end time:</b>
<b>Purpose of event:</b>			
<b>Number attendees:</b>		<b>Will food/drinks be at event? Yes No</b>	
<b>Signature:</b>			

### Refundable damage deposit of \$200

**Rental Fee:** \$20/hour

(NO alcohol or illegal drugs allowed)

### Amenities:

- Rental Area 28' x 52' = 1,456 square foot
- 14 – 8 foot tables; 7 – 6 foot tables; 2 – 4 foot tables
- 67 folding chairs
- Small kitchen area with a sink, microwave, dishwasher and stove
- Restrooms located in the hallway

<i>For Extension Office Use Only</i>	
Approved by:	
Hours billed:	
Paid:	
Date deposit received:	
Amount:	

### Reservation Procedures:

1. Reservations accepted based upon room availability. Cole County Extension programs will take priority over rental requests.
2. Limited dates are available, no Sunday's.
3. Reservations more than 3 months in advance will not be considered.
4. The Cole County Extension Council retains the right to refuse conference room rental.

### Rental Procedures:

1. Once approved, you may contact the Extension Center not more than 24 hours in advance of your event for a door pass code during regular business hours (Monday through Friday between 8 a.m. to 4:30 p.m.).
2. After use:
  - a. Vacuum conference room floors
  - b. Dispose of all trash in the dumpster located in back parking lot
  - c. Clean conference room, kitchen and bathrooms
  - d. Turn off all lights
  - e. Lock doors
3. Your organization is responsible for any damages to the Cole County Extension property. Damages will result in forfeiture of deposit. Extensive damage will result in additional charges assessed to your organization.

The Cole County Extension Council may change these rules without notice at any time.