

UNIVERSITY OF MISSOURI  
 Extension

260 Brown Road  
St. Peters, MO 63376  
636-970-3000

Thank you for choosing to use the University of Missouri Extension meeting rooms for your function. Please take a moment to make sure that these important rules are being followed.

- **No alcoholic beverages are permitted on the premises/property under any conditions.**
- No smoking is allowed in the building.
- Room capacity limits are: Room C – 150 people, Room B – 40 people.  
These limits cannot be exceeded under any circumstances.
- Nothing can be nailed, tacked, or taped to the walls. “Tack it” or poster tape may be used on the walls.
- The use of glitter and/or confetti is strictly prohibited.
- Use of University Extension equipment other than that already in the meeting room/kitchen is not permitted. Facility furnishings and equipment cannot be removed from the Extension Center unless approved by the County Program Director or Extension Council.

This checklist is for your use in returning the meeting room to the condition in which it was prior to your use.

- All trash removed to the dumpster.
- Insert new trash can liners in trash cans  
Room B – these are in the closet in the front hall closet next to the restrooms.  
Room C – trash bags are stored under the sink in the kitchen.
- Sweep, mop and/or vacuum as needed.  
A vacuum may be found in the front hall closet next to the restrooms. A broom, mop, dust mop and dustpan can be found in the janitor’s closet between the restrooms in the C room.
- Run and empty the dishwasher. Clean oven if needed.
- Wipe off counters and tables. Wash and put away all dishes/utensils.
- Chairs and tables are to be returned to their original place. Please make sure that like chairs are grouped together and facing the same direction.
- Return thermostat to the original setting 60 degrees in the cooler months (October-March)  
75 degrees in warmer months (April-September)
- Turn off all lights.
- Lock all doors.
- Return key to the Extension office the next working day (Monday-Friday 8 am – 4:30 pm).

After each use, the facility/room(s) will be checked by extension personnel for damage, cleanliness, and proper stacking of tables and chairs. The extension council reserves the right to withhold any portion of the deposit, up to and including the full amount, if cleaning is found to be deficient and/or tables and /or chairs are found not to be returned to their specified racks and stored in the appropriate room. Repairs required to fix any damage will be withheld from the deposit, with any amount of damage exceeding the deposit, being the full responsibility of the organization, group and or individual whose name appears on the contract. Any violation of the agreement or failure to comply with any of the rules will result in forfeiture of the deposit.

**Emergency after hours contact:**

Emily Barbee 573-228-3808