

## Lancaster Extension Education Center Guidelines & Agreement

*The Lancaster Extension Education Center is dedicated to the promotion of education. Primary use of the center is for Nebraska Extension in Lancaster County programs and activities. When scheduling permits, the education center is available to other government agencies and non-profit organizations. There may be a fee assessed.*

### Rules

1. **Food & Beverages** - Snacks may be served in the room you have reserved. Meals must be served in the foyer and may be eaten in the **reserved meeting rooms only**. Empty rooms will not be available for usage. Food should be removed at the completion of the meal. For sanitation purposes and proper/prompt disposal of food waste, please contact the custodian or receptionist. **The following items are not provided by the Extension office: Plates, cups, napkins, spoons, forks, knives, ice, storage for ice, or a refrigerator for storing items, coffee, cups, creamer, sugar, stirrers, etc.** There will be no warming of food for lunches by the Extension office. Coffee pots are provided upon request. **It is the responsibility of the user to clean out the coffee pots after use.**

For safety reasons and cleaning purposes, please report any food or drink spilled on the carpet or in the foyer to the receptionist or custodian **immediately**.

WE MAKE ROOM ARRANGEMENTS ONLY. CATERING AND OTHER ARRANGEMENTS ARE MADE BY THE SCHEDULING AGENCY.

**The Lancaster Extension Education Center will be available from 8 a.m. to 4:30 p.m., Monday-Friday with the exception of county-observed holidays. The facility is not available for scheduling by outside agencies or 4-H clubs in the evening except on Thursdays. The evening meetings will be scheduled on a first-come, first-served basis. The facility will only be open one night a week.**

2. Phone messages will not be taken by our receptionist. If a call is received for a participant of your event, the caller will be transferred into the conference room where your event is being held.
3. A Lancaster Extension Education Center setup sheet and this agreement (signed) must be filled out and returned to the Extension office as soon as possible. **If a setup sheet is not returned, the room reservations will not be guaranteed.**
4. Rooms will be setup as indicated on the setup sheet filled out by the agency reserving the room. If setup is completed by our custodian and agency holding event wishes to have the setup changed on the day of the event, the agency will be responsible to make the changes.
5. Users of the room will be responsible for general pick up and removal of materials at the end of the event. Dry erase markers and erasers for white boards are available upon request. Flip chart paper and markers are not provided.
6. **No items are to be attached to the walls or room dividers.**

7. Lancaster Extension Education Center participants are to park in the parking lot south of the facility. Participants parking in staff-designated areas are subject to being towed.
8. Damage to, or malfunction of any equipment provided by our facility must be reported immediately.
9. Items left in the conference rooms will be held for two weeks.
10. Cancellation of facility reservation must be received by our office no later than 48 hours prior to the event. Failure to notify our office of a cancellation will result in a charge for the use of the room and may result in restricted use of the facility for your next event. Continued no-shows without prior notice of cancellation will result in the loss of future facility use. However, exceptions for weather related cancellations will be allowed.
11. We have 2 lapel mics available for each room for check-out. You will need to provide keys or an ID to check them out. These items will be returned to you when you bring back the mics. **The mics are only available during office hours (8 a.m. – 4:30 p.m.). Please come to the front desk to check them out.**
12. Fees are as follows:  
\$100.00 per room, per day  
\$50.00 per room, per half day or portion thereof  
\$50.00 for lobby use (break-out sessions, displays for events, etc.). This will be charged according to your room usage. If you are using the room for a full day, you will be charged the full amount for the lobby. If you are only using the room for a half day, you will be charged \$25.00 for the use of the lobby. **YOU WILL NOT BE CHARGED TO USE THE LOBBY FOR SERVING LUNCH OR REGISTRATION.**

If you are an agency exempt from the above fees, you will have been notified at the time of scheduling. An invoice will be sent after the event has occurred. If you schedule for several meetings at a time, you will be charged for all of the meetings on one invoice.

I agree to the above listed conditions. If, for any reason, the above guidelines are violated, I understand the privilege of my group/agency using the Lancaster Extension Education Center in the future, will be revoked.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency/Club Name: \_\_\_\_\_