Extension Sheboygan County Room Use Expectations & Request Form

Meeting Name: _____

Date(s): _____

Start Time: _____ **End Time: _____**

Room Requested: ☐ **5018** (kitchen) ☐ **5020/5022** (big room) ☐ **5024** (first meeting room)
(please check all that apply)

Expectations

- All groups are responsible for the setup and tear down of their events. This includes moving tables and chairs in the arrangement needed for your event and returning them to the standard room layout after your event (a standard room layout is posted in each room).
- The room divider in rooms 5020/5022 requires a device to unlock it. Opening or closing the divider without the device will break the track mechanisms. Contact Extension office at 920-459-5900 two days in advance to request the room divider to be closed. The cost to fix a broken track mechanism due to inappropriate use will be invoiced to the room requester.
- Room 5020/5022 a projector and HDMI cable are available to use.
- Room 5024 a projector and HDMI cable are available to use. The TV and computer are for staff use only.
- All groups are responsible for leaving the facilities clean and orderly after use:
  - All trash must be picked up from the floors and furniture
  - If dirty, tables need to be wiped down, including spills or sticky spots. Paper towels and all-purpose cleaners in spray bottles are located in each room.
  - The whiteboard must be erased and cleaned if used. Paper towels and glass cleaner are located in each room.
  - Rooms should be vacuumed if needed. Vacuum cleaners are located in each room.
  - All equipment/technology must be returned to its original setup
  - Our office must be notified of any equipment malfunctions, carpet stains, or other damage to the space.
  - Provide and use table coverings when using glue and or permanent markers
  - Animals are only allowed on site for 4-H groups that use them for educational purposes. Prior approval is required.
- Objects may not be affixed to the walls, ceilings, or hallways.
- Temporary signs or communications during your group's reservation timeframe may be hung on walls with painters' tape or use Post-it poster pads. Long-term signage is not permitted.
- All personal items, art projects, and meeting supplies must be removed from the room or they will be disposed of at 8 am the next day. Prior arrangements must be made to keep items in the room past the reservation time.
- Prohibited Items
  - Alcohol
  - Candles and/or open flames are prohibited inside or on the grounds.
  - Confetti
  - Glitter

I have read and agree to the above Room Use Expectations. Users that don't follow the agreed upon expectations of use will not be given future room reservations.

Signature _____ Date: _____

Contact information

Name: _____

E-mail: _____ Phone number: _____

Address:_____ City:_____ Zip: _____

Please note room reservations are not confirmed until a signed copy of the expectation is received.