Rental policies for the Cape Girardeau County Extension and Educational Center upper and lower meeting rooms

1. Groups in Cape Girardeau County may use the Extension and Educational Center meeting room facilities. Priority will be given to MU Extension educational programs, for which there is no room fee.

2. Regular meetings of groups during the week will not be scheduled as they will likely conflict with educational programs. This will include the regular use by 4-H clubs, Family Community Education and Homemaker clubs. Use by these groups for special events or county-wide meetings will be scheduled. (i.e. Junior Leaders, Clover Kids and Master Gardeners monthly meetings that are county-wide, are allowed). The meeting room may not be scheduled by groups outside of MU Extension more than 90 days in advance.

3. **No** fundraising event nor any event requiring admission fees or tickets shall be held without full notice and disclosure.

4. The **room deposit and usage rate must be paid and rental contract signed in order to CONFIRM rental date.** Room deposit **will not be refunded** if event is cancelled within 30 days of the scheduled event date.

5. A key must be obtained prior to the use of the building, and can be picked up during regular business hours (Monday – Friday, 8 a.m. – 4:30 p.m.). An instructional sheet will be given to the contact person arranging the use of the meeting room when the key is obtained. The key must be put into the mail slot under the window on the front porch or returned the following business day after the use of the room.

6. **For educational use only,** you can request usage of any equipment (podiums, screens, overhead projector, slide projector, VCR, etc.), but only with prior approval. **Audio-visual equipment is not loaned to outside groups for use off premises.**

7. You are welcome to arrange the seating anyway you wish. However, all tables and chairs must be returned to storage after usage or return it to original arrival setup.

8. **No** drugs or alcohol is to be consumed on the premises. **No** tobacco products will be used inside any of the premises and tobacco products used outside are also strongly discouraged.

9. **No** pets or animals allowed in the building at any time, except for service animals assisting persons with disabilities.

10. **No** tables, chairs or equipment shall be removed from these premises.

11. Refrain from sticking or posting any objects on floor, ceiling or walls.

12. **All activities will end by midnight,** and all persons must be off the premises by 1 a.m.

13. All rooms used **must be cleaned after use** as we do not have a janitor coming in every day. **Trash generated by your group should be removed after the event and disposed of in the outside dumpster.**

14. Renters or caterers using the kitchen are required to leave the area clean.

15. All persons are asked to assist in keeping the meeting rooms, halls, and grounds as clean and presentable as possible.

16. Failure to follow the attached instructions will result in a $100 charge for lower meeting room and $50 charge for upper meeting room, or may result in your group not being able to use the facility again in the future.
17. The organization, its officers and any individual applying to reserve space on behalf of the organization are responsible for the condition of the facilities and the use to which they are put during the time reserved. The organization and such persons shall be responsible for all damage to or misappropriation by any guests, invitees or non-member attendees, and shall reimburse the Extension Council for such damage or loss. No organization or individual other than the reserving organization or individual may use the facilities reserved.

18. The Cape Girardeau County MU Extension Council and staff will not be responsible for any theft or loss of personal property, nor for any items left in the kitchen or meeting rooms.

19. The reserving organization or individual, its officers and members agree to indemnify and hold harmless the Cape Girardeau County MU Extension Council and staff from any expense occasioned by any suit or claim as a result of any injury to any person resulting from the organization/individual's use of the Cape Girardeau County MU Extension Center facilities.

20. These guidelines and prices are subject to change at any time without notice pending vote of the Extension Council.

Statement of nondiscrimination

University of Missouri Extension provides equal opportunity to all participants in extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a protected veteran.