

**Sullivan County Ag Resource Center  
Conference Room Policy**

**To use the large conference room, your organization must abide by the following rules:**

- 1. Advance notice of meeting room request is required.**
- 2. Pick up & return key and checklist to extension/district during office hours**
- 3. Tables and chairs must be left in an orderly position.**
- 4. Dust mop floor prior to leaving.**
- 5. Turn all lights (be sure all light switches are pulled completely down or off)**
- 6. Check to make sure rest room lights are off.**
- 7. Rinse recyclable beverage containers and place in correct bins.**
- 8. All garbage needs to be placed in garbage can.**
- 9. Notify District staff when the room is being vacated, if during office hours.**
- 10. Alcoholic beverages and smoking are prohibited**
- 11. Coffeemaker/supplies are available. Check to see that coffeemaker is off after use.**
- 12. Notify staff of any problems or concerns. If emergency call 911 immediately.**

**I/we agree to the above terms for using the Ag Resource Center's large meeting room.**

\_\_\_\_\_ **Date**                      \_\_\_\_\_ **Agency/Representative Requesting Large Meeting Room**

\_\_\_\_\_ **Contact Person**    \_\_\_\_\_ **Telephone**                      \_\_\_\_\_ **Meeting Date**                      \_\_\_\_\_ **Meeting Time**

**Purpose of Meeting** \_\_\_\_\_

**Thank you for helping us to maintain this beautiful meeting room.**

\_\_\_\_\_ **Agency Signature for Approval**                      \_\_\_\_\_ **Date**