



**Extension Building Room B
Application
For Non County and Government Related Entities**

Date Requested for use _____ Requested Hours of Use _____

Function _____

Number of Attendees Anticipated _____ Will Refreshments be served? Yes / No

Will this function be advertised? Yes _____ No _____

If so, How? _____

Name of Entity _____

Address _____

Phone _____ Office _____ Cell _____

E-Mail: _____

I understand that by signing the agreement I have read, do understand, and shall abide by the "Policies of the Henry County Extension." I agree to "hold harmless" Henry County Government for any injury or damage incurred during use of the facility and I will accept financial responsibility for any damage caused to the building or equipment beyond normal wear. In compliance with "Policies of the Extension office" I will be in attendance at this function scheduled on _____ the entire time and will sign (below) for the responsibility.

Signature _____ Date _____

Please submit application to:

Henry County Extension
97 lake Dow Road
McDonough, GA 30252
Phone: 770-288-8421
Fax: 770-288-8445



**Extension Building Room B
Description and Policies
For Non County and Government Related Entities**

Room Description

Location: 97 Lake Dow Road, McDonough GA, 30252

Room Capacity 150

Room Arrangement: flexible – tables and chairs may be combined in various ways.
(round tables cost extra)

Equipment:

Tables: 75 small oblong tables

Chairs: 150

Trash Cans: 2

Refrigerator: Yes

Ice Maker: Yes

Microwave: Yes

Coffeemaker: None

Audio/Visual equipment: None

Responsibilities:

- * Observing the occupancy limit
- * Furnishing materials and audio/visual equipment
- * Room set-up and clean-up
- * No tables or chairs may be taken outside of building
- * When trash becomes full it must be dumped and not allowed to overflow onto floor
- * Nothing may be hung on the walls, doors or from the ceiling (table decorations only)
- * Light refreshment only (donuts, muffins, cookies, etc)
- * All tables should be cleaned (Clorox wipes work) and chairs pushed in
- * Ensuring that the conduct of the meeting will be respectable and well governed. (No excessive or disruptive noise will be allowed)
- * Supervision of children at all times by the adults present. (There should be at least one adult present for each ten children.)
- * Financial liability for damages
- * Chairs must be stacked on roller chairs (total 6 chairs).

Prohibited Activities:

- * Drugs, alcohol, and the use of tobacco products.
- * Weapons, reproductions of weapons, and any item capable of being conceived as a weapon (except those carried by a law enforcement official on duty.) Weaponry used as part of an outdoor historical reenactment or a parade is exempt from this rule provided proper permits are obtained.
- * Any Activity that is deemed in violation of federal, state, or local laws.
- * Open flames (gas food warmers, incense, candles, etc.).
- * Animals except for guide or service dogs.

Liability:

Any group using this meeting room pursuant to this Policy shall be required to execute a release of liability in regards to negligence for any damages caused to the user. Or its property, during the time of the use. Any such group using the facility shall also be required to execute an agreement to guarantee and hold harmless the County from any liability to third parties for injury caused by the group, or any persons or groups invited to attend the meeting or session on County property. The group shall be liable to County for any and all damage to County property or injuries to County employees, officers, or agents caused by the group, or by any of the group's officers, agents, or employees, or by any person attending or seeking to attend the group's meeting, whether or not such damage is the result of negligence, intentional acts, or accident.

Setup:

Nothing may be hung on the walls, doors or from the ceiling (table or floor decorations only).

Please do not prop doors open!

The authorized user is responsible for setting up the meeting place and supplying such items as easels, bulletin boards, and other equipment. Use of electrical equipment by the user shall be subject to County approval. Any equipment damaged will be the responsibility of the user.

Cleanup:

The authorized user shall be responsible for cleanup following the conclusion of the function. All trash must be removed from the premises at the user's expense, except that up to two bags of non-toxic trash may be placed in the County trash disposal bin located past the arena where the storage pods are. Custodial service may be required based upon the number of persons attending the meeting and the length and purpose of the meeting. Costs for this service will be borne by the user. The actual cost of any cleanup required as a result of the user's failure to do so shall be charged to the user, and the user shall accept this responsibility upon application. The user shall remove all personal property, turn off light and secure doors before leaving the facility.

Food and Beverages:

Light refreshment (donuts, muffins, cookies, etc.) may be served, provided proper care is given to clean up after the meeting.

Parking:

Parking is available in the front parking lot.

Restrooms:

Restrooms are located in the main hall next to meeting room B.

- Make sure restrooms are cleaned and trash taken out.

Access to Meeting Rooms:

To access the meeting room, a key should be obtained from the County Extension office during regular business hours (8 am - 5 pm) Monday – Friday. For meeting scheduled for Saturday or Sunday, the key can be picked up during regular business hours on the preceding Friday. The key is to be returned to the Contact Person on the next business day following the meeting before 12 noon.

Safety Measures:

The user shall be responsible to secure doors before leaving the facility
In case of **EMERGENCY** please call (770-954-2104) after 4:30

Room Rental Policies

1. Rental Fee with kitchen - \$500.00 with four hours minimum, \$100.00 for each addition hour over four (4) hours
Rental Fee without kitchen - \$300.00 with four hours minimum, \$50.00 for each addition hour over four (4) hours
(round tables \$5.00 extra for each table set-up)
2. Deposit of \$250.00 (refundable upon inspection)
3. No booking more then (90) days in advance and only one (1) booking per month
4. Requests for use of the room is not guaranteed

Scheduling:

The meeting room requests can be made by calling the Extension office (770-288-8421)