

# SPOKANE COUNTY EXTENSION EDUCATION CENTER

## MEETING ROOM POLICY

A [room reservation form](#) is required to be on file with the Extension office for any non-tenant organization reserving a room: no room reservations will be allowed without this form.

If food and/or beverages are to be served, a [Temporary Food Service Event notification](#) must be completed and submitted at least four weeks prior to the event.

### GENERAL INFORMATION:

- 1) Only County, State and Federal agencies affiliated with the building tenants are permitted to use the meeting rooms for events. Community organizations that provide educational support for WSU Spokane County Extension Programs may hold events in Extension meeting rooms if they have a sponsor tenant.
- 2) Rooms may be reserved by building tenants up to a year in advance; other organizations may only book two months in advance.
  - a) Any room reservations for outside organizations must have a sponsor tenant in the building. The sponsor is expected to be available in the building while the event is in session. The sponsor will answer questions, handle problems, collect any equipment belonging to the office, and ensure the building is locked at the end of the event (if applicable).
- 3) No alcoholic beverages may be used in the building or surrounding property. No smoking or vaping is allowed inside the building. This is a weapon free site. Do not bring weapons to this building or surrounding property.
- 4) **Absolutely NO PETS in the Spokane County Extension Building. Exceptions are: 4H animals and Service Animals.**
- 5) There are basic first aid kits available. Your group is responsible for re-provisioning the kit if used during the event.
- 6) Organizations provide their own materials such as office supplies and office equipment, etc.
- 7) There is no Tech support available – supply own computer/projector.
- 8) The only WIFI network available to outside users is “Spokane County Public WiFi”. No password required.
- 9) Copying services are not available after hours. If the office is open and a limited number of copies need to be made, the prices are as follows:
  - i) Color \$0.23 per page
  - ii) B/W \$0.12 per page
- 10) Cancellation of any room reservation must be communicated to the office staff at least one

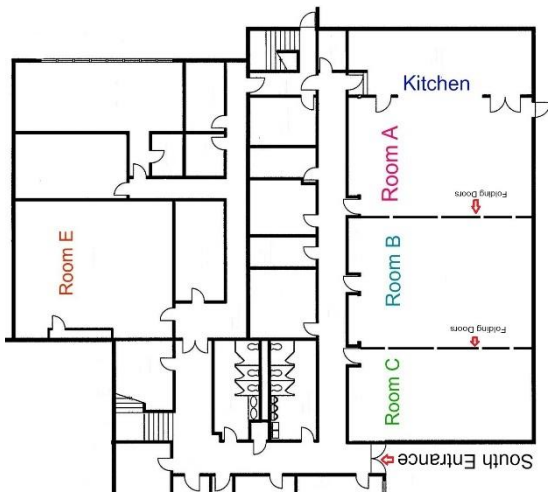
*Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental, or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.*

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business day in advance to be able to change the door programming if necessary. If you cancel without notifying the staff, you are still responsible for the building if the event is after office hours.

### ROOMS AVAILABLE:

#### LOWER LEVEL CLASS/MEETING ROOMS:

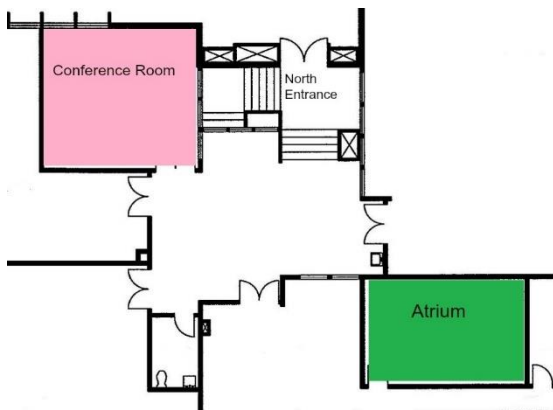


#### MEETING GROUP SIZE MAXIMUMS:

**ROOMS A, B & C –**  
No larger than 75-80 people for combined,  
25 people per room separately

**KITCHEN** –reserved separately but is connected to Room A

**ROOM E** – 20 people



#### UPPER LEVEL MEETING ROOMS: MEETING GROUP SIZE MAXIMUMS:

#### CONFERENCE ROOM – 10-12 PEOPLE

Conference Room #202 can be reserved 1 day only, unless County Director/Office Manager approve the request.

#### ATRIUM

Available to building residents only.

### ENTRY INTO EXTENSION BUILDING:

Entry into the building depends upon the time of your event. The building operating hours are Monday through Friday 8:30 a.m. to 5:00 p.m. Door unlock/lock requests are a part of the room reservation form.

- 1) If event will be conducted during business hours, no lock/unlock request information is necessary.
- 2) If the event begins during business hours and ends after closing:

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- a) If your meeting will not require coming /going after closing time, make a note on the reservation form and the building will lock at 5p.m.
  - b) If there will be people coming /going after closing, then request an unlock at 5pm and a lock at the end of meeting.
- 3) If the event begins after business hours or is on the weekend:
- a) The times for unlock/lock must reflect when the event starts and ends (e.g. meeting registration/check-in is at 6pm, but your group needs an hour for set-up, then request reservation time/unlock at 5pm).
- 4) Entry/exit doors are NOT to be propped open – program will unlock/lock at correct times.**
- 5) Check with the Extension front desk during office hours to check out a key card & room key, if needed.
- a) Any keys or entry cards checked out to be returned immediately either to the receptionist or into the drop box in the envelope supplied by the “back door,” (South Door).
  - b) If your session begins after 5:00 pm, Monday through Friday or on a weekend, arrangements **MUST** be made in advance for a key card to the building.

### ROOM SET-UP:

Rooms are arranged according to the configuration photograph posted on the class room wall.

- 1) Rearrangement of tables and chairs to suit your purpose if necessary.
- 2) No tape or pins are to be used on the walls, chalkboards, or dry erase boards.
- 3) Only dry-erase markers to be used on the dry-erase boards.
- 4) Business offices may be open or there may be other organizations using adjoining rooms. Please respect their presence and confine noises to your room only and prevent distraction to others using the building.
- 5) Anything damaged or lost will be invoiced to the user, repeat offenses will result in the loss of the privilege to use the rooms.
- 6) Registration tables are not allowed outside of the meeting rooms; all will be set up inside the room(s) being used – no blocking the hallways.
- 7) Please see electrical guideline posted in the kitchen.

WHEN YOUR EVENT IS OVER:

CLEANUP REQUIRED

1. Arrange tables & chairs per configuration photograph on wall of the room
2. Pick up items off the floors
3. If kitchen was used, ensure all counters and appliances are clean and free of any food debris or residue.
4. Garbage collected and disposed of properly in garbage cans and recycling bins provided.
  - a. Excess garbage from Rooms A, B, and C will be collected and emptied into the large garbage can at the east end of the hallway outside these rooms.
  - b. Extra garbage bags are located under sink in the kitchen or can be requested at the main office.
5. Recycle aluminum cans (recycling bins are located throughout the building).
6. Turn lights out; the last person out of the building should turn restroom, meeting room and hallway lights off.