

# Cabarrus County Cooperative Extension

## Auditorium and Kitchen Reservation Policies and Procedures

### A. Availability of Facility

1. The Cabarrus County Cooperative Extension Center is a governmental facility designed to accommodate North Carolina Cooperative Extension, Farm Service Agency, Natural Resources Conservation Service, and the Cabarrus County Soil and Water Conservation District.
2. North Carolina Cooperative Extension shall have priority use of the Extension Auditorium and Kitchen in the Cabarrus County Cooperative Extension facility and shall control the scheduling of all reservations.
3. Clientele groups and organizations affiliated with North Carolina Cooperative Extension will be permitted to use the Extension Auditorium and Kitchen for educational purposes at no charge.
4. USDA agencies housed in the Cabarrus County Cooperative Extension Center shall use the Extension Auditorium and Kitchen on a space-available basis at no charge for staff training purposes and informational meetings for their clientele.
5. The Extension Auditorium and Kitchen are available for meetings and events at no charge on a space-available basis to Cabarrus County governmental departments during regular business hours.
6. The Extension Auditorium and Kitchen will not be leased for or used by any group or organization for commercial enterprise or proprietary gain.
7. Wireless internet connectivity is available in the Extension Auditorium and Kitchen by connecting to “CCWifi”, opening a web browser, and entering any email address.
8. Maximum seating capacity for the Extension Auditorium is 100 (without tables). Maximum seating capacity for the Extension Kitchen is 100 (without tables).



**B. Procedures for Scheduling Use of the Extension Auditorium and Kitchen**

1. Reservation requests for the use of the Cooperative Extension Auditorium and/or Kitchen must be made through the North Carolina Cooperative Extension by contacting the Administrative Assistant (704-920-3310) at the Cooperative Extension Center located at 715 Cabarrus Avenue, West.
2. All groups using the Extension Auditorium and/or Kitchen must complete a “Facility Use Request Form”, which may be obtained from the Administrative Assistant at North Carolina Cooperative Extension.
3. The Extension Auditorium or Kitchen will not be scheduled until the “Facility Use Request Form” is received.
4. The “Facility Use Request Form” must be submitted **no less than two weeks and no more than three months prior to the event.**
5. Any group using the Extension Auditorium and/or Kitchen after business hours must complete a “Key Check-Out Form”. The facility key must be picked up no earlier than the business day before the reserved date, and must be returned no later than noon on the business day following the reserved date.
6. A ***\$75 fee for key replacement*** will be charged if the facility key is lost or misplaced.
7. The “Extension Kitchen Rules & Guidelines Checklist” must be signed if the Extension Kitchen is being reserved.
8. **The length of time the Extension Auditorium and/or Kitchen will be in use must be scheduled at the time of the request and be adhered to during the event. No events may be scheduled before 8:30 a.m. or after 9:30 p.m. Admittance into the auditorium will be allowed at 8:15 a.m.**
9. The Cabarrus County Cooperative Extension Director reserves the right to refuse any request for use of the Extension Auditorium or Kitchen based on concern for the health, safety and welfare of the users, invited guests or the general public, as well as the protection and security of the facility.

**C. Regulations Governing the Use of the Cabarrus County Cooperative Extension Auditorium and/or Kitchen**

1. The sponsoring organization or individual (heretofore referred to as the “lessee”) shall be responsible for the well-being and orderly conduct of all those involved in the event.
3. No alcoholic beverages, intoxicated persons, or illegal substances will be allowed on the Cabarrus County Cooperative Extension property.
4. The Cabarrus County Cooperative Extension facility, including the Auditorium and Kitchen is a smoke-free facility. No firearms, concealed or otherwise, are allowed on the Cabarrus County Extension Center property, except those carried by law enforcement officers.
5. **No tape, nails, pins, screws, or any other devices may be used to affix signs, posters, etc. to any wall surface in the facility** without the expressed written permission of Cooperative Extension.
6. The lessee shall notify the Administrative Assistant at Cooperative Extension of any cancellation or change of time or date of any activity that has been approved.
8. Set up of tables and chairs for *any* event is the responsibility of the lessee and **must be completed during business hours.**
9. It is also the responsibility of the lessee to return all items in the room to their original positions following completion of the event and to leave the Extension Auditorium and/or Kitchen orderly and clean. A set-up diagram is posted in the Auditorium and Kitchen.
10. Cooperative Extension must have a staff person or approved Extension representative in the Cabarrus County Cooperative Extension Center at all times while the Auditorium and/or Kitchen is being used.
11. North Carolina Cooperative Extension staff reserves the right to cancel activities planned by outside groups if auditorium space is needed for educational programming for clientele. A timely notice will be provided to the lessee.
12. The Cabarrus County Cooperative Extension Center is handicapped accessible. Disabled persons who can function independently are welcomed. Persons with mobility problems that require assistance, persons who are incontinent or persons with cognitive impairments must be accompanied by a caregiver.