

# **Agriculture Resource Building Guidelines**

## ***Please read and sign before scheduling meeting!***

- 🌍 Use of drugs or alcohol at any time is prohibited.
- 🌍 Concealed weapons are prohibited.
- 🌍 Appropriate behavior must be maintained for the Agriculture Resource Building is first and foremost an office building housing five different agencies. Also other meeting areas may be in use. Disruptive behavior will result in future denial of use of the facility.
- 🌍 Please use the large parking lot across the street for all day meetings and/or large meetings.
- 🌍 The Agriculture Resource Building staff does have use of the kitchen(s) at all times.
- 🌍 Appropriate clothing including shirts and shoes must be worn at all times in compliance with health regulations.
- 🌍 One adult supervisor per 10 children.
- 🌍 Approved outside groups may reserve a room up to 60 days in advance.
- 🌍 Reservation is only for time stated on application form. Please allow adequate time for set-up and clean-up.
- 🌍 User will be responsible for damages to facility and contents. Will not be allowed further use of building until all damages are repaired.
- 🌍 DO NOT clean floors with soap or cleansers, use WATER ONLY TO CLEAN SPILLS and BLOT SPILL with a clean white rag do not rub carpet. Please inform Conservation District representative of spill or please leave note.
- 🌍 DO NOT sit on tables.
- 🌍 Do not scoot, pull or drag tables or chairs on the carpet or tile floors. Pick up chairs and tables when they need to be moved.
- 🌍 Room temperatures should be maintained between 68 and 72 degrees.
- 🌍 No decorations, posters, charts or paper can be attached to walls.
- 🌍 All meals must be catered. Refreshments, coffee, paper products are the responsibility of the using organization and will not be provided. May request use of dishes, cups and silverware.
- 🌍 User is responsible for properly disposing of all garbage (if large day meeting take to recycle center directly behind the ARB; if night meeting put in recycle room in basement) and seeing that the room(s) are left in appropriate condition.
- 🌍 Unless emergency, please use cell phone or other means of communication. If at all possible do not use phones in offices unless prior arrangements have been made.
- 🌍 A duly authorized representative may enter the meeting room at any time during any and all meetings.

Please help us keep the Agriculture Resource Building a clean and user friendly building. With the help of all who use the building we will be able to continue the availability of the meeting areas free of charge.

Remember: Leave the building as you would like to have it when you wish to use it.

Guidelines are subject to change at any time without written notice.

If any of the above guidelines are not followed this will result in future denial of use of the facility.

I have read the Agriculture Resource Building Guidelines regarding the use of the facilities and agree to adhere to this statement.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE