

## **Wilkes County Agriculture Center Meeting Room and Server Kitchen Policies**

These policies are being established to make certain that the conference room and kitchen facility is used properly and fairly. Users of the agriculture building facilities are responsible for any damages that may occur.

### User Group Priorities

1. **First Priority Users – Agriculture Building Inhabitants (NC State Extension, Soil Conservation, Natural Resources Conservation Service and Farm Service Agency, DPI), Wilkes County Government and any Agricultural related event.**  
These groups will be able to reserve rooms up to 12 months in advance.  
The date must be submitted 10 business days prior to the event.
2. **Second Priority Users – Educational/State or Federal Government/Non-Profit Groups**  
These groups will be able to reserve rooms up to 3 months in advance.  
The date must be submitted 20 business days prior to the event.
3. **Third Priority Users – Commercial/For Profits/Social Events/Private Functions**  
There will be a \$300 rental fee charged for area D, \$200 rental fee for area C, and \$100.00 rental fee for area A or B. These groups will be able to reserve rooms up to 3 months in advance. Rental fee must be paid at the time of reservation.  
The date must be submitted 20 business days prior to the event.

Group requests for meeting space may be rejected if the event's content is not in the best interest of NC State Wilkes County. Users are responsible for set up for their function and have the responsibility of returning the room to the prior configuration unless agreed otherwise. The room should be cleaned after the user's function and trash removed to the dumpster behind the building. If users do not return the room to the prior configuration or clean up after event including removal of trash a \$50.00 will be imposed and future events will be up for consideration. A checklist will be supplied to help ensure compliance.

The server kitchen is to be used for serving purposes only. Cooking for events is not allowed, however; the kitchen can be used to store food (prior to the event) and keep prepared food warm or cold until it is served. The server kitchen is equipped with; stove, microwave, and refrigerator. Organizations that use the server kitchen must bring their own food and disposable items (i.e. napkins, paper plates, serving ware, storage containers or ziplock bags, foils and wraps, etc.).

The Wilkes Agricultural Center is open from 8:30 am to 5:00 pm, Monday through Friday. Events occurring after normal business hours will either be given a key card or the doors will be unlocked by NC State Extension Staff. Key cards must be returned by 11 am the next day.

Restroom facilities are available on the right off the main lobby entrance and on the left past the conference room from the second lobby entrance.

All reservations must go through the Wilkes Cooperative Extension Service, in order to prevent multiple reservations for the same day and time. Reservations must be made online at; [wilkes.ces.ncsu.edu](http://wilkes.ces.ncsu.edu)

## Meeting Room Rules

- 1 Food and drink are permitted in the meeting rooms. All waste should be placed in trash cans. Trash should be placed in the outside dumpster located behind the building.
- 2 It is the responsibility of the reserving group to make sure the rooms are left in the same condition they were found prior to meeting. A checklist will be supplied to help insure compliance.
- 3 All meetings should be concluded by no later than 10 pm. Event organizers must make sure that everyone has left the building and all doors are closed and locked.
- 4 Meeting room lights should be turned off after the meeting. Any equipment used for the event (ovens, coffee pots, TVs, computer equipment) need to be turned off.
- 5 Alcohol and illegal drugs are not allowed on the property and smoking inside the building is not permitted.
- 6 No live animals, other than service animals, are permitted unless specifically approved by NC State Extension as part of an educational program.
- 7 No decorations, charts, posters, etc. may be attached to the walls.
- 8 Any damages to property and/or equipment shall be the responsibility of the group reserving the room.
- 9 Groups with children under 18 years of age must be supervised at all times by at least one adult.
- 10 Wilkes County shall not be held responsible for any accidents or lost items.
- 11 Condiments, coffee, paper goods, serving utensils, food and beverages must be provided by the group reserving the room.
- 12 Reserving group will be responsible for providing their own equipment/materials (flip charts, computers, handouts, etc.). Copying equipment will not be available.
- 13 No chairs, tables or other property of the Wilkes Agriculture Center are to be removed
14. Reserving group must adhere to maximum capacity (section A – 25; section B – 45; section C – 120; section D – 200) due to fire regulations.
15. Do not move room dividers.
- 16. Extension personnel are directed not to handle incoming calls (except emergencies), make copies, send faxes or authorize use of other equipment. It is the responsibility of the reserving group to give participants directions to the office and their contact number in case of questions.**