



Guidelines for Meeting Room Use by Outside Groups Manatee County Agriculture & Extension Service

We are happy to accommodate your meeting at our facility. Currently there is no charge for this service, so we are unable to provide staff and/or equipment (i.e. LCD projectors, laptops, microphones, etc.) to assist you.

Please note: All reservations MUST be tied to an Extension Agent in this office.

Listed below are the guidelines discussed when you reserved a meeting room at the Manatee County/UF-IFAS Agriculture & Extension Service.

1. Manatee County Agriculture & Extension Service personnel have first priority on reserving the meeting rooms. In the event that the room you have reserved is needed by Manatee County Agriculture & Extension Service personnel, we will make every effort possible to find another one of our meeting rooms for your use. If that is not possible, we will have to reschedule your meeting.
2. The meeting rooms are available during office hours only, which are Monday through Friday, 8:00 AM to 5:00 PM. The earliest our meeting rooms are available is 8:00 AM, and they must be cleaned and vacated by 5:00 p.m. Evenings and weekends are **not** available for meeting room use, unless a Manatee County Agriculture & Extension Service and UF-IFAS staff member will be present for the duration of the meeting to ensure the security of the building.
3. A reservation is for room use only (tables & chairs available, upon request). You are responsible for bringing in any equipment needed and making any copies needed before arriving at the Extension office.
4. You are responsible for any room set-up needed (i.e. tables, chairs, etc.). You are also responsible for returning any tables or chairs used to their original location as well as making sure all trash is picked up and turning off the lights before leaving.
5. Each person attending the workshop must wear a name badge that you provide or wear their county identification badge if they are a county employee.
6. Due to limited parking at this facility, parking will be monitored and your meeting could be interrupted if cars are blocked from entering/exiting.
7. Please let the receptionist know when you leave so that the room can be locked.
8. No alcohol, drugs, or firearms will be permitted on the property.
9. Internet accessibility (password protected) is available upon request and is for single presenter-use **ONLY**.
10. In order to provide you with the highest level of service, please designate one contact person to coordinate with the Manatee County Agriculture & Extension Service for this meeting.



This form **MUST** be completed and faxed to 941-721-6796 (Attention: Omar Ross-Floyd) no later than **14 business days prior to your meeting**. If this form is not received by the deadline, your room reservation may not be honored.

Name: _____ Today's Date: _____
Organization: _____ Date and Time of Meeting: _____
Address: _____
Contact person for meeting: _____
Contact Telephone: _____ Contact E-mail: _____
Approximate # of meeting attendees: _____
Extension Agent tied to meeting request: _____

I understand the guidelines presented here and agree to comply.

Signature

For UF/IFAS Personnel Only:

Before reserving a room at our facility, you must contact the Manatee County Extension Agent responsible for that program area.

Topic(s) to be presented: _____

Name of Manatee County Extension Agent contacted: _____