



**Agriculture Resource Building  
180 Beasley Road  
Versailles, KY 40383**

## **Meeting Room Policy**

The policies described here apply to the Agriculture Resource Building located at 180 Beasley Road, Versailles, Kentucky. The policies are set by the Woodford County Conservation District Board of Supervisors and the cooperating agencies (Farm Service Agency, Natural Resource Conservation Service, Cooperative Extension Service).

The Woodford County Conservation District Board of Supervisors and the cooperating agencies accept no responsibility for any accidents, injury, illness or damage to persons or property arising from facilities use. The Conservation District, FSA, NRCS and Extension Service shall serve all people regardless of race, color, age, sex, religion, disability or national origin. Signing this form is indicative of your compliance with these regulations.

### **User Groups**

1. First priority users are the Conservation District Board, Farm Service Agency, Natural Resources Conservation Service, Extension Service, Department of Fish and Wildlife and all groups that relate to these offices: FSA County Committee, Extension District Board, Homemaker Clubs and Council, 4-H Clubs and Council, Agriculture Advisory and Commodity groups and professional association activities. Must have at least one person who is headquartered in complex directly involved with the meeting. At this time there will be no charge for facilities but this may change at any time.
2. Any other organizations outside the umbrella of the above mentioned offices may use the facility, if available. Must have one person who is headquartered in the facility directly involved with the meeting. A cleaning fee could be assessed by the Conservation District Board, if room is left in an unacceptable manner.
3. Non-related local organizations (see #1) must request use of the facility in writing. Consideration will be given only to educational functions. Conservation District Board will review each request and make a decision on an individual basis. A user fee may be charged to cover utilities and janitor.
4. **No private function will be allowed.** These private functions include but are not limited to: birthday parties, baby or wedding showers, receptions, family reunions, social affairs, sorority/fraternity functions, etc.

### **Scheduling of Meeting Rooms**

Reservations must be made through the Woodford County Conservation District office. Scheduling will be on a first come first serve basis with the offices within the facility having first priority. An adult over 21 years of age must complete and sign the reservation form. Continuing meeting dates will not necessarily be granted. Meetings not involving a representative of the above offices may be scheduled but cannot be confirmed more than one (1) month in advance. The Woodford County Conservation District reserves the right to cancel and/or reschedule all meetings with two weeks notice.

Guidelines adopted August 22, 1994 by the Woodford County Conservation District Board.