



**SECTION 28. LEISURE SERVICES DEPARTMENT**

**28.35 COOPERATIVE EXTENSION AUDITORIUM SERVICES RULES**

**A. EXTENSION SERVICES AUDITORIUM RULES.**

(1) The auditorium may be used by the following:

- Extension office personnel and their volunteers who are giving educational programs, holding advisory committee meetings or club meetings;
- County government personnel for official purposes;
- Non-profit organizations that have an affiliation with agriculture or mission objectives that relate to the Extension Service.

(2) No fees, dues, or donations shall be charged or solicited by the organization or individuals. The following Extension support groups are exempted from this provision and may solicit and collect fees, dues, donations, etc., as well as sell items in the auditorium and its immediate surroundings:

- University of Florida Extension staff and adjunct instructors;
- 4-H club members and parent volunteers;
- Family and community education volunteers;
- Master gardeners; and
- Organizations participating in special events sponsored by the University of Florida Extension Services.

All items sold by these groups are subject to the approval of the Leisure Services Department Director or designee.

(3) Applicants must be eighteen (18) years of age or older to reserve the auditorium.

(4) Activities sponsored by the Extension Service or Seminole County are given priority in scheduling the use of the auditorium. The Extension Service reserves the right to cancel a reservation with a twenty-four (24) hour notice.

(5) Granting permission to use the auditorium facilities does not constitute an endorsement by Seminole County and opinions stated at the special event or activity are not necessarily the opinions of the County or the University of Florida Extension Services/IFAS.

(6) Non-alcoholic beverages and refreshments may be served. Smoking is not permitted.

(7) Each organization will be responsible for their own equipment, including overhead projectors, extension cords, VCR equipment, small appliances (coffeepot, etc.). Utensils and supplies must also be provided by the user. Items may not be stored in auditorium overnight.



(8) Users are responsible for arranging the furnishings in the meeting room. At the end of the meeting all furnishings must be returned to the original arrangement and the room must be left in a neat and orderly condition. This will include the rug if there is a noticeable change after the program.

If a request has been made to keep tables and chairs in a certain order or to make special arrangements for the next group coming in, that organization is under obligation to cooperate in this matter.

(9) If trash cans have been filled at the program, trash must be taken to the dumpster. Bring back canisters empty.

(10) Organizations cannot assume, because they meet once a month, that they have automatically reserved the auditorium for the next month.

(11) Extension Service is not responsible for equipment, supplies, materials or other items owned by the user and used in the auditorium. Equipment may not be stored in auditorium overnight.

(12) Auditorium may not be booked more than two (2) months in advance.

(13) Applicants must fill out an application form and receive confirmation of the reservation.

(14) Weekly scheduled meetings, unless they begin and end before 8:00 a.m. are not permitted.

(15) Animals are not permitted in the auditorium at any time, except for Seeing Eye dogs and other helper animals.

(16) Any request for a waiver or alteration of policy use must be submitted in writing to the Extension Services Division Manager. The Manager shall transmit such request to the Leisure Services Department Director with a recommendation as to approval or denial. The Director will have the authority to approve or to deny.

(17) Organizations are responsible for picking up the auditorium key between 8:00 a.m. and 5:00 p.m. and returning it the next workday before noon. There will be a \$5.00 lost key fine if the auditorium key is not returned by noon the following day.

(18) Use of the demonstration kitchen facilities in the auditorium by an organization other than the Extension Service is not permitted.

(19) Photocopy service is not available.

(20) Auditorium keys may not be duplicated.

**C. AUTHORITY.** Resolution 2004-R-154 adopted August 24, 2004  
Resolution 2007-R-42 adopted March 13, 2007  
Resolution 2010-R-26 adopted January 26, 2010  
Resolution 2012-R-107 adopted June 12, 2012