

Clemson Extension Service Market Building Use Policy

We hope your event will be enjoyable and successful. Thank you for helping to keep the meeting area clean and in good condition so that you and others may continue to enjoy the facilities in the future.

Use of Facility

1. Extension programs take precedence over non-Extension activities.
2. Programs are to be educational in nature.
3. Non-Extension activities are to be approved and monitored by an Extension Agent.
4. The building is to be reserved through an Extension Agent. A Market Building calendar of events will be kept in the Extension Office.
5. Policies regarding general usage and specific requests will be reviewed by Extension Staff and Family and Community Leaders' Market Building Committee.
6. Donations toward maintenance and monthly cleaning of the building are needed; please make checks payable to Chester County Extension Fund. ***Clemson Extension Service cleans and stocks the building – there is no janitor or supplier.***

General Guidelines

1. Key should be returned to the Clemson Extension Office after use of facilities.
2. No smoking or alcoholic beverages are allowed in the Market Building.
3. No decorations, visual aids, etc., are to be attached by any means to walls, ceiling, or woodwork. Cork strips and bulletin boards are available for postings.
4. All facilities and areas must be cleaned at the conclusion of the group's activities. ***If the facilities are not cleaned to an acceptable level, the group will not be able to use the facility again.***
5. At the conclusion of an event, a group coordinator must complete a checklist found in the Market Building Use Log in the hall in the building. All groups, Extension or non-Extension, are to complete a checklist.
6. Cleaning supplies and trash bags can be found under the small kitchen sink. Extra paper goods are stored in the bathroom cabinets. Please do not use items in the upper kitchen cabinets without special permission.
7. Dishes, pots and pans can be found in the lower cabinets. These may be used, but must be washed, dried, and returned to storage.
8. All trash cans must be emptied and trash removed from premises by each group.
9. All fans and lights, including outside lights, are to be turned off upon completion of use.

10. No running or horseplay is allowed in the building or on the grounds.

Furnishings

1. Replace tables on cart in large closet with legs facing up. Place chairs on chair rack.

Kitchen

1. If used, kitchen must be left clean.

2. Any equipment or utensils must be washed.

3. Sinks and countertops must be thoroughly cleaned with spray cleaner.

4. Floor must be swept and if needed, mopped. A Clorox quick mop is stored inside the large closet. Place a new cleaning pad on the mop before use and discard the pad after use.

5. No pan frying or deep frying is allowed in the kitchen.

Restrooms

1. Restrooms are to be left clean. This includes lavatories, toilets, and floor.

2. Restroom trash must be removed from premises.

Liability Statement

The user will be financially responsible for all damages which occur during usage of the Market Building and adjacent areas.

Clemson University Extension Service will not be held liable for personal injuries, damage to personal property, or loss or theft of items left in the meeting room or adjacent areas.

Clemson Extension Service Market Building Contract for Use

*I have read and agree to abide by the **Clemson Extension Service Market Building Rules and Regulations.***

Signature

Title or Position

Organization

Address

Telephone



Type of Event

Date of Use

Time of Use

Extension Agent Approval

Return to:

Clemson Extension Service
109 Ella Street
Chester, SC 29706

Telephone: 803-385-6181