University *of* California
Agriculture and Natural Resources

Cooperative Extension, Yolo County

70 Cottonwood Street
Woodland, CA 95695
(530) 666-8143 office
(530) 666-8736 fax
ceyolo@ucdavis.edu
http://ceyolo.ucdavis.edu

NORTON HALL USE POLICY

GENERAL INFORMATION ON USE

It is the policy of the University of California Cooperative Extension (UCCE) to allow agencies and organizations associated with its function to use its meeting room located at 70 Cottonwood Street, Woodland, CA 95695. First priority for scheduling will be given to UCCE and the Agricultural Commissioner's Office. Activities and programs by groups in the meeting room shall be conducted in a manner which will not interfere with normal UCCE/Ag. Department operations. Adults must supervise youth and children's groups at all time.

RESERVATIONS

- Must be made with the UCCE office during normal business hours (T-F: 8-12, 1:30-5) in person or by calling 530-666-8143.
- Will be confirmed only after Facility Request Form has been completed and signed.
- Will be accepted no more than four months in advance.
- Must include time for **set-up** and **clean-up** of the event/meeting.
- UCCE must be notified of any cancellation as soon as possible (at least 24 hours before the scheduled meeting). Failure to cancel meeting (no-show) may result in loss of future use of the room.

HOURS OF USE

- If room is to be used outside of regular office hours, prior arrangements must be made to obtain the key during regular office hours. Key should be returned immediately after the event using the outside drop box.
- It is the group's responsibility to ensure that all meeting participants are out of the building and that the building is locked upon leaving.

PARKING

- Parking is allowed in the front lot.
- Handicapped parking is available in front of the Ag Commissioner's office.

MEETING ROOM

- Set-up is the responsibility of the group using the room. Room capacity is 50-60 with tables and chairs or up to 80 if only seating is provided. Approximately 10 tables and 80 chairs are available and **must be returned to their original configuration before you leave – see poster on storage door. Most are stored in storage room on the North side of Norton Hall. Extra chairs and tables must be returned to storage area if used.**
- Services/supplies such as photocopying, faxing, kitchen supplies, paper products, markers, easel pads, tape, markers, staplers etc. *are not* provided. Please come prepared with all materials needed for your meeting.
- Audio visual equipment is the responsibility of the meeting holder, not UCCE. UCCE staff *is not* available to help with the setup of any equipment and does not provide any equipment.
- Internet is available in Norton Hall, but requires a password. Please contact UCCE staff to set up internet access.
- UCCE office staff and telephones are not available to deliver or receive messages.
- Please keep meeting volume to a respectable level – the room is situated between county offices that need to be able to conduct business with limited distractions.

KITCHEN USE ***Kitchen will remain locked unless booked for use***

- All supplies for refreshments are provided by the meeting host. No supplies are available from UCCE.
- Coffee/tea may be prepared or light refreshments/meals may be served.
- The stove, oven, refrigerator, and sink are available for use.
- No utensils, cookware, or place settings are available for use.
- The kitchen area is to be cleaned thoroughly after use.
- There are no food or drink vending machines in the building.

ROOM CLEANUP

- All tables and chairs must be wiped clean if refreshments are served. The floor must be swept, and any spills wiped up.
- Tables and chairs are to be returned to their original configuration or the Norton Hall storage closet at the end of the meeting – see poster on storage door.
- Trash is to be taken to the dumpster located in the rear parking lot. Extra trash bags are in the bottom of each trash can or under the sink. Note: prop the door open when taking out the trash – the key *will not* open the back door.
- **Check door upon leaving to make sure it is closed and locked. Deposit room key in drop box by UCCE office.**