

**UNIVERSITY of CALIFORNIA COOPERATIVE EXTENSION
MERCED COUNTY CLASSROOM**

PROCEDURES FOR THE USE OF THE CLASSROOM

Your cooperation in following the rules is greatly appreciated.

Background of facility

- The Classroom and Demonstration Kitchen are part of the Cooperative Extension Department for its educational and research programs; it is shared with other Merced County Agricultural Center Agencies and Ag groups. Other Merced County Departments may request use of the Classroom for county business using request form.
- The room is designed so it can be divided into two areas, East side and West side.
- There may be other groups using parts of the classroom. Please be courteous to other groups.
- Based on total room capacity, (150 maximum lecture style, 100 conference style) additional tables & chairs are not allowed.
- The heating/air conditioning system timer will be preset to operate during the time of use for your group.
- Beverages and light snacks may be served. User must supply own needs.
- The Demonstration Kitchen area is only available for Cooperative Extension sponsored activities.
- A telephone is located in the lobby of the classroom; the number is 385-7461.

At time of use

- At time of your use of the classroom, come into our UCCE office to sign in and to have the classroom unlocked. The classroom will not be opened before responsible person is present and signed in.
- Please bring and post a meeting in progress sign in the display case outside the classroom to assist in directing participants to the classroom.
- A standard room set-up is provided, it is the user's responsibility to re-arrange the table and chairs if needed and then to return the chairs and tables to the standard arrangement as posted.
- Your group must provide its own audio/visual equipment. The group will also need to provide any materials and/or supplies needed. Our office is not able to provide equipment, materials or photo copying services.
- Trash generated by your group, including that from food or drinks, may be left in the trash receptacles. Please clean both the classroom and outside area that your group used. (see check list for cleanup procedures)
- Check to be sure that all doors are closed and locked when you leave.
- At the end of your class, check back in with our office, a staff member will review the check list and sign-out with you.

Items to avoid

ALCOHOLIC BEVERAGES of any type are not allowed to be brought into the classroom or to the Agriculture Center.

SMOKING is not allowed at any time in the classroom or on the sidewalks leading to or in front of any of the Agriculture Center offices. State law prohibits smoking within 20 ft. of an entrance or exit to a building. Smoking is allowed in the lawn area near trees. If you have smokers, please place canister ashtrays outside under the tree. Please return canister to lobby after use. It is your responsibility to monitor participants from your group in adhering to the smoking regulations.

Tables and chairs -

- No dragging tables or chairs across floors as this scars the finish. Use two people to move the tables.
- No sitting on the tables as table tops and legs bend very easily.
- Do not allow the tables and chairs to bang against walls.
- Do not take or set up tables outside classroom.

Avoid touching the projection screen surface with any object. A switch to the left side of the whiteboard operates the projector screen on the East side of the classroom. Please use this control when lowering and raising the screen.

Losses - Take care to secure your possessions. If leaving classroom unattended close inside lobby doors to secure classroom. U. C. Cooperative Extension and Merced County assume no liability for items lost or stolen during the use of our classroom.