

**POLICY AND FEES FOR USE OF  
ERNIE FRENCH CENTER  
WILLISTON RESEARCH EXTENSION CENTER**

The Ernie French Center, referred to hereafter as the Center, is an educational facility. Organizations and community groups are welcome to use the meeting rooms and demonstration kitchen for educational programs of interest to persons throughout the area. Ag related events will receive priority. A non-refundable fee will be charged for the use of the Center as outlined below.

1. There will be a \$15 per day fee for user groups 1 to 20 in number.  
There will be a \$25 per day fee for user groups 21 to 50 in number.  
There will be a \$40 per day fee for user groups 51 to 75 in number.  
There will be a \$55 per day fee for user groups 76 and over in number.
2. Additionally, there will be a \$25 fee for use of the kitchen involving catered meals, potluck meals or meals prepared on site.
3. All user groups must make their own arrangements for coffee, non-alcoholic beverages and all food.

The Center shall be used only by approval and any group requesting such use agrees to abide by the following regulations:

Any group using the facility is expected to leave it in proper order. Tables and chairs must be wiped off and returned to the original arrangement; floors vacuumed; entry area mopped if needed.

**A charge of \$25/hr may be assessed a group leaving the facility in need of added cleaning or repair.**

We request that punches or fruit drinks with a red dye NOT be used due to their staining qualities when spilled on the carpet.

**DO NOT** hang anything on the walls or doors (no tape, tacks, nails or pins).

**NO SMOKING OR ALCOHOLIC BEVERAGES** allowed.

**NO PETS OR BURNING CANDLES** allowed in the Center.

To conserve energy **PLEASE** turn off the lights when you leave.

User is liable for any **DAMAGE** caused to the premises.

Permission must be obtained to **USE** the kitchen. If using the kitchen, **PLEASE** wash up the coffee pots, counters, cabinets, appliances and floor.

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I have received a copy of the policy for use of the Williston Research Extension Center meeting rooms/kitchen and agree to abide by these provisions.

Meeting \_\_\_\_\_.

Date \_\_\_\_\_ Time \_\_\_\_\_.

Responsible Person \_\_\_\_\_ Phone \_\_\_\_\_.

Anticipated Attendance \_\_\_\_\_ Equipment Needed See back of sheet \_\_\_\_\_.

\_\_\_\_\_  
Signature

(See back of sheet for seating capacity and list of equipment available at the Center)

**Equipment available for use only at the Center** (circle items you plan to use):

30 8-ft tables (No. of 8-ft tables you will use \_\_\_\_\_ )  
4 6-ft tables (No. of 6-ft tables you will use \_\_\_\_\_ )  
2 6-ft registration tables (No. of registration tables you will use \_\_\_\_\_ )  
200 chairs  
Projection screen  
Lectern  
3 large write/erase boards on two walls  
1 small write/erase portable board with easel  
Phone  
Vacuum cleaner

**If you plan to use any of the below listed IT equipment Gordon must have prior notice** (701-774-4315):

7 computers with internet connection (No. of computers you will use \_\_\_\_\_ )  
Overhead projector  
Slide projector  
Data/Video projector  
VCR  
PA system

**Kitchen:**

Stove, standard size  
Refrigerator, standard size  
Microwave oven  
3 - 100 cup coffee pots  
1 - 42 cup coffee pot  
1 - Coffee brewer with 3 - 12 cup pots/warming burners  
2 - 3 compartment sinks  
Large garbage cans  
Garbage can liners  
Paper towels  
Dish cloths and dish towels  
Carving knives (available - ask WREC staff member)  
2 - large plastic serving trays (available - ask WREC staff member)  
Aluminum bowls (3 sizes)  
Some serving spoons  
Coffee carafes (11)  
Water pitchers (4)  
Salt & pepper shakers  
Miscellaneous small kettles/fry pan  
(No cups, glasses, dishes, tableware)

**Seating capacity:**

180 - sit down meal, chairs on both sides of table  
200 - chairs only  
120 - chairs on one side of table

**TABLES AND CHAIRS MUST BE SET UP AND TAKEN DOWN BY THE GROUP USING THE CENTER**