

# Allen County Cooperative Extension Service Education Facility

## Meeting Room Reservation Form and Contract

ORGANIZATION NAME: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

**\*\* (NO PRIVATE FUNCTIONS –INDIVIDUALS OR FAMILY- SHALL BE ALLOWED. NO POLITICAL MEETINGS, POLITICAL FUND RAISERS, WEDDINGS, CLASS REUNIONS, PARTIES, ETC. SHALL BE ALLOWED BY ANY USER - FOR MORE INFORMATION PLEASE SEE MEETING ROOM POLICIES)\*\***

Is your Group?:

1. EXTENSION \_\_\_\_\_
2. EXTENSION RELATED \_\_\_\_\_
3. NON-PROFIT \_\_\_\_\_
4. FOR PROFIT \_\_\_\_\_

**Meeting Room Requested:**

- Certified Kitchen
- Large Meeting Room - Room Capacity: 200 Theater Style- 140 Conference Style
- Board Room - Room Capacity: 10 Conference Style
- Conference Room -Room Capacity: 20 Conference Style
- Basement Room -Room Capacity: 50 Theater Style- 35 Conference Style
- Basement Project Room

One Time Meeting  Repeated – When \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

ROOM RESERVATION DATE: \_\_\_\_\_

BEG. MTG TIME: \_\_\_\_\_ ENDING MEETING TIME: \_\_\_\_\_

TIME ROOM NEEDED FOR SET-UP: \_\_\_\_\_

**RENTING ORGANIZATION:**

\_\_\_\_\_ Will Clean Room\* (*Cleaning needs to meet Office Criteria, a copy of the Cleaning checklist is attached*)

\_\_\_\_\_ Will NOT Clean Room (*\$75 Cleaning Fee Required*)

The following audio visual equipment is available on first come first served basis for use by reservation:  
(please check items needed)

By checking the equipment boxes and signing you will be accepting responsibility for items used. Any lost or damaged item will need to be replaced at current market cost.

- Laptop Computer
- Cables (Please see Audio/Visual Form)
- TV Remotes
- Overhead Projector and Remote
- Screen
- Microphones
  - Lapel
  - Hand-held
  - Both
- DVD Player

**GENERAL FACILITY INFORMATION:**

- Office supplies, copies, telephones, and kitchen supplies WILL NOT be provided by the Extension Office. Please bring all necessary supplies and equipment to conduct your meeting.
- Use of the Extension Facility by any group does not constitute the Cooperative Extension Service approval or promotion of group activity.
- The certified kitchen, like all kitchens, poses substantial risk of harm from sharp instruments, hot items and numerous other hazards. Users assume all risk and harm that might result from use of the facilities, waive any claim that might arise out of this activity and agree to release and hold harmless the University of Kentucky, it's employees, agents, representatives and volunteers specifically including but not limited to the Allen County Cooperative Extension Service harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney fees or demands of any kind and nature whatsoever which may arise by or in connection with use of the facilities.

**I understand all policies and procedures when renting the Extension Facility and will comply with all requirements:**

Contact Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

- NON-PROFIT: \_\_\_\_\_ \$75 Cleaning Fee Deposit Required (paid before key is issued)
- FOR-PROFIT: \_\_\_\_\_ \$75 Key Deposit; \$75 Cleaning Fee Deposit Required (both payments required before key is issued or a letter of surety for industry)

**RETURN TO: Allen County Extension Office, 200 East Main Street, Scottsville, KY 42164**

**OFFICE USE ONLY:** Agent Approval \_\_\_\_\_ Date: \_\_\_\_\_ Date Key Picked Up: \_\_\_\_\_

Cleaning Fee Paid: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

Key Deposit Paid: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_

Key Not Returned: \_\_\_\_\_ (\$75 Fee)

Meeting Room Checklist Returned: \_\_\_\_\_ Cleaning Fee Returned \_\_\_\_\_

Key Deposit Returned \_\_\_\_\_