

Application to Reserve Meeting Space Boone County – Extension Office

Send the completed form to boone.ext@uky.edu for your request to be processed

Please be advised that your request will be processed within two business days, and we will notify you once it's been completed

RESERVATION DETAILS:

Intended **Date** of Use: ____/____/____ Reservation Time: ____ till ____

Applicant Organization (must have organization name) _____

Contact Person _____

Phone: _____ Email: _____

Address _____

Meeting Purpose _____ Estimated Attendance _____

DOOR UNLOCK/LOCK SCHEDULE:

☐ During office hours (Monday - Friday, 8:00AM - 4:30PM) -or- Doors Unlock at: _____ & Lock at: _____

ROOM(S) REQUESTED:

☐ Lutes ☐ Ferguson ☐ Claxon ☐ Rouse ☐ Sewing ☐ Oak

ROOM CONFIGURATION:

Meeting rooms will be arranged in their standard configurations and will not be customized in advance. You are welcome to adjust the setup as needed during your reservation; however, you are responsible for returning the room to its original arrangement before departure.

Standard Room Configurations:

- Lutes Room: 6 wide tables with 4 chairs on each side
- Ferguson Room: 20 wide tables with 7 chairs on each side
- Claxon Room: 15 wide tables with 4 chairs on each side
- Rouse Room: 5 narrow tables with 5 chairs on each side

Divider Wall:

If you are reserving multiple rooms, please indicate your preferred position for the divider wall:

*If no selection is provided, the divider wall will remain in the **UP** position (rooms separated) by default.*

Note: We cannot guarantee that changes to the divider wall configuration can be made on the day of your reservation.

☐ **Divider Wall UP** (Rooms separated)

☐ **Divider Wall DOWN** (Combined into one open space)

-Please see the reverse side for more information. -

BOONE COUNTY COOPERATIVE EXTENSION SERVICE

Meeting Room Use Application – Rules & Regulations

The Boone County Cooperative Extension Service provides meeting rooms primarily for Extension-sponsored functions. Other eligible non-profit and civic organizations may request use, provided their activities support one or more missions of the Boone County Extension District as outlined in KRS 164.610, including agriculture, home economics, and rural/community life.

Priority of Use: Meeting rooms are scheduled based on the following priority order: (1) Extension Agent-led meetings, classes, and programs; (2) Extension-affiliated groups such as the District Board, Extension Councils, advisory groups, Extension organizations, and the University of Kentucky. These groups have the highest priority and may reschedule or cancel other reservations with short notice. (3) Extension support groups, including partners like the Farm Bureau, County Government, and the Board of Education; and (4) other non-profit civic or educational groups. While the Extension Center tries to honor all reservations, specific rooms cannot be guaranteed and may be changed if necessary.

Scheduling Guidelines: Reservations are accepted on a first-come basis, with priority given to Extension-related groups. Ongoing or monthly reservations are not allowed. Extension groups may reserve up to 60 days in advance; other non-profits up to 30 days. A responsible adult (age 21 or older) must sign the reservation form. The building is locked in the evenings. Extension staff may enter rooms at any time during use.

Facility Use Policies: Alcohol is not allowed at any time. The Extension Center is a smoke-free facility—in compliance with the Pro-Children Act of 1994, smoking is prohibited inside or within 20 feet of the building. Children must be supervised, with at least one adult for every ten children. All users must stay in their reserved rooms, as other areas may be in use.

Equipment & Supplies: AV equipment like projectors and microphones may be used, but users are responsible for setup. No technical help is available. The Extension Center does not provide easel boards, extension cords, or office supplies. Kitchen cabinet items such as coffee, utensils, and dishes are not for public use. All food, drinks, and supplies must be brought by the user.

Clean-Up & Behavior Expectations: Rooms must be left clean and orderly, with all trash placed in trash cans. Users may be charged for extra cleaning or any damage. Groups are responsible for bringing their own refreshments and paper products. Appropriate behavior is expected at all times, and disruptions may result in losing future use of the facility. Please dress comfortably, as room temperatures cannot be adjusted. Extension staff will not take personal or business calls for users. It is the user's responsibility to share these rules with all participants and ensure they follow them.

Notice and Terms of Use: The Boone County Extension District and its affiliates are not liable for any loss, injury, or damage to persons or property that may occur during the use of the facilities. The Cooperative Extension System is committed to providing equal opportunity in education and employment, offering programs to all individuals regardless of race, color, age, sex, religion, disability, or national origin. The individual or organization reserving the meeting room is responsible for informing all attendees of these policies and ensuring their compliance.

By signing this form, you confirm that you have read, understood, and agree to abide by these regulations. Failure to follow these rules and regulations may result in the loss of privileges to use the facilities in the future.

Applicant Signature: _____

Date: _____

Office Use Only: Reservation Status: ☐ Approved ☐ Denied

Extension Staff Name & Date: _____



STANDARD ROOM CONFIGURATION & CAPACITY

Room capacity with standard configuration:

Lutes Room: 25 | Ferguson Room: 70 | Claxon Room: 60 | Rouse Room: 25

