

MONTGOMERY COUNTY EXTENSION OFFICE FACILITY RESERVATION FORM

FOR OFFICE USE ONLY

* Approved _____
* Not Approved _____
* Fee Assessed _____
* No Fee Assessed _____
* Date _____
* Signature _____

RETURN THIS FORM TO:

Montgomery County Extension Office
106 East Locust Street
Mt. Sterling, Kentucky 40353
Phone: 859-498-8741
Fax: 859-498-8712

* please read attached guidelines
* Complete this form in its entirety

Today's Date: _____ Extension Staff Member Responsible: _____ Your Phone #: _____

Date(s) of Activity: _____ Meeting Start Time: _____ End Time: _____

Time Access to Facility is Needed: _____ Responsible Party and/or Group: _____

Contact: _____ Contact phone #: _____

Address: _____

Purpose of Meeting: _____

FACILITY RESERVED:

- Extension Education Center Large Conference Room
- Extension Education Center Small Conference Room
- Montgomery County Extension Office Meeting Room

ADDITION USAGE

- Kitchen (see guidelines)
- TV/VCR/DVD
- Sound Equipment
- Tables
- Chairs

Any additional Comments or Special Needs? If so please specify:

Special Instructions:

I have read and agree to adhere to the guidelines and rules regarding the use of the Extension facilities and equipment. In addition, I understand the Montgomery County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the Montgomery County Cooperative Extension Service System is organized to provide all members of the county the opportunity to participate in educational programs enabling them to more effectively contribute to the well being of their families and community. All programs held at the Extension Office are open to all persons irrespective of race, color, national origin, sex, religion, age, and disability.

Applicant/Contact Person

Extension Service Contact

*****ALL REQUESTS WILL BE REVIEWED BEFORE APPROVAL*****

The Montgomery County Extension Office reserves the right to cancel reservations thirty (30) days in advance if educational programs become a conflict.

The MONTGOMERY COUNTY EXTENSION OFFICE and UNIVERSITY OF KENTUCKY ARE NOT RESPONSIBLE for any injury or loss of property to any person suffered while using these facilities for any reason whatsoever, including ordinary negligence.