MONTGOMERY COUNTY EXTENSION OFFICE
FACILITY RESERVATION FORM

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

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Approved ________</td>
</tr>
<tr>
<td>* Not Approved ______</td>
</tr>
<tr>
<td>* Fee Assessed ______</td>
</tr>
<tr>
<td>* No Fee Assessed ______</td>
</tr>
<tr>
<td>* Date ______________</td>
</tr>
<tr>
<td>* Signature ____________</td>
</tr>
</tbody>
</table>

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.