

**AGRICULTURE RESOURCE BUILDING**

**Reservation Request Form**

Application Date \_\_\_\_\_

Representative Requesting Room \_\_\_\_\_ Name of Group \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_ Number in Group \_\_\_\_\_

Date \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**ACCOMMODATIONS REQUESTED**

Mackie Meeting Room \_\_\_\_\_ UK Extension Conf Room \_\_\_\_\_

UK Extension Meeting Room \_\_\_\_\_ Library (Basement) \_\_\_\_\_

Large Project Room (Basement) \_\_\_\_\_ Small Project Room (Basement) \_\_\_\_\_

Basement \_\_\_\_\_ Commercial Kitchen (Basement) \_\_\_\_\_

**Fee: \$1/head to be paid upon completion of reservation – cash/check delivered to Woodford County Conservation District office.**

Please leave all parking spaces along the curb in front of the building for customers of Woodford County Conservation District, Farm Service Agency, Natural Resource and Conservation Service, University of Kentucky County Cooperative Extension Service and Kentucky Department of Fish & Wildlife during office hours of 8AM to 4:30PM Monday through Friday.

User needs to provide their own equipment, i.e. computer, projector, video/audio equipment.

I acknowledge by my signature that I have read and accept all rules and regulations set forth in the attached Agriculture Resource Building guidelines for use of the facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

Key # \_\_\_\_\_ Date Picked Up \_\_\_\_\_ Date Returned \_\_\_\_\_ Cost \_\_\_\_\_ PAID \_\_\_\_\_

## Meeting Room Policy

The policies described here apply to the Agriculture Resource Building located at 180 Beasley Road, Versailles, Kentucky. The policies are set forth by the Woodford County Conservation District Board of Supervisors and the cooperating agencies, Farm Service Agency, Natural Resource Conservation Service, Woodford County University of Kentucky Cooperative Extension Service and the Kentucky Department of Fish and Wildlife.

The Woodford County Conservation District Board of Supervisors and the cooperating agencies accept no responsibility for any accidents, injury, illness or damage to persons or property arising from use of the facility. The Woodford County Conservation District and cooperating agencies shall serve all people regardless of race, age, sex, religion, disability, or national origin.

## User Groups

1. Priority users are the Conservation District Board of Supervisors, Farm Service Agency, Natural Resources Conservation Service, Woodford County University of Kentucky Cooperative Extension Service, Kentucky Department of Fish & Wildlife and all groups that relate to these offices.
2. Any organization outside the umbrella of the above-mentioned offices must request in writing the use of the facility 30 days in advance. The Conservation District Board of Supervisors will review each request and decide on an individual basis.
3. No private or political function will be allowed. These private functions include, but are not limited to birthday parties, baby or wedding showers, receptions, family reunions, social affairs, sorority/fraternity functions, political meetings/solicitation, etc.
4. User needs to provide their own equipment, i.e., computer, projector, video/audio equipment.

## Scheduling of Meeting Rooms

Reservations must be made through the Woodford County Conservation District and the Woodford County University of Kentucky Cooperative Extension Service offices. Scheduling will be on a first come basis with the offices within the facility having priority. An adult over 21 years of age must complete and sign the reservation form. Continuing meeting dates will not necessarily be granted and must be requested annually. The Woodford County Conservation District reserves the right to cancel and/or reschedule all meetings with two weeks' notice.

# Agriculture Resource Building Guidelines

- The Agriculture Resource Building is first and foremost an office building. Disruptive behavior, including use of cell phones in the hallway during office hours, could result in denial of future use of the facility.
- All parking spaces along the curb in front of the building are RESERVED for customers tending to business in one of the offices. The large parking lot across the street should be used for all day and/or large meetings during office hours Monday through Friday 8AM to 4:30PM.
- Use of drugs or alcohol is prohibited.
- Concealed weapons are prohibited.
- Reservation is only for time stated on application form.
- Groups are required to set the meeting room up. Please allow adequate time for set up and clean up. Please leave meeting room as you would like to find it.
- If there is a spill or stain that requires extra attention, please inform a Conservation District representative, or leave a note.
- User will be responsible monetarily for damage to the facility and contents and will not be allowed further use of the building until all damages are repaired.
- Do not adjust the thermostat. Room temperature should be maintained between 68 and 72 degrees. Lights are on sensors, do not change.
- Children must be supervised. At least one adult per 10 children is recommended.
- No decorations, posters or charts can be attached to the walls. Concrete walls in the basement would be the only exception.
- Refreshments including ice, drinks, coffee, paper products, and utensils are the responsibility of the group meeting and will not be provided by the Conservation District.
- Catered meals are recommended. On site food preparation must be requested in advance and approved by the Conservation District Board.
- Meeting room users are responsible for disposing of all garbage in properly secured garbage bags. Trash receptacles are located on the lower-level parking area behind the building. Use recycling containers for anything that can be recycled.
- Agriculture Resource Building staff always has use of the kitchen.
- User needs to provide their own equipment, i.e., computer, projector, video/audio equipment.

Remember: Leave the meeting rooms and restrooms in the same condition you would like to find them. Please help us keep the Agriculture Resource Building a clean and user-friendly place. With the help of all those who use the building, we will be able to continue to provide the meeting areas free of charge.

Guidelines are subject to change at any time without written notice.

The Woodford County Conservation Board of Supervisors can deny use of the building for failure to follows all guidelines.

**IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:**

Vivian Richmond Ross – District Operations Manager

(859) 433-6660