

For office use only: Approved Denied Group Notified Date notified: _____

Clark County Cooperative Extension Education Center
MEETING ROOM RESERVATION FORM

Return completed form to: Clark County Extension Service • 1400 Fortune Drive • Winchester, KY 40391-8292
 859-744-4682 (office) — 859-744-4698 (fax)

(Complete entire form)

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

Date of meeting: _____

Name of organization / group: _____ Estimated attendance: _____

Time room(s) are needed: _____ until _____ Time meeting begins _____ and ends _____

Contact person: _____ Contact person phone number: _____

Contact person email: _____

Purpose of Meeting:

ROOM(S) REQUESTED:

Check ✓	NAME OF ROOM	Seating Capacity
	Meeting Room A	66
	Meeting Room B	58
	Classroom	24
	Project Room	28
	Multi-Purpose Room	35
	Conference Room <small>(NO food or drink allowed in this room)</small>	

ROOM(S) SET-UP:

Afternoon, evening, and weekend groups may have to set-up their room(s).

CLASSROOM STYLE: *(tables are parallel to front wall)*

3 chairs per table on one side

2 chairs per table on one side

THEATER STYLE: *(ALL chairs — NO tables)*

BANQUET STYLE: *(tables are perpendicular to front wall)*

3 chairs per table on both sides

2 chairs per table on both sides

SQUARE STYLE: *(Chairs will be on outer side of table)*

U-SHAPE STYLE: *(Chairs will be on outer side of table)*

POSITION OF ROOM DIVIDER: OPEN CLOSED

Additional Comments:

I have read the policy regarding use of the Extension facilities and equipment and agree to adhere to the policy statement. In addition, I understand the Clark County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the Clark 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 extension programs are open to all persons irrespective of race, color, national origin, sex religion, age and disability.

Contact Person's Signature: _____

Date: _____