

BOYD COUNTY EXTENSION SERVICE BUILDING RESERVATION APPLICATION

Approved? Yes No
Fee Assessed? Yes No
Event Insurance:
Date:
Signature:

Return this form to: Boyd County Extension, 2420 Center Street, Catlettsburg, KY 41129
 Phone: (606)739-5184 Fax: (606)739-4014

Application Date: _____ Estimated Attendance: _____
 Date of Activity: _____ Meeting Begins: _____ Ends: _____
 Time to Begin Setup: _____ Cleanup Finished by: _____
 Contact Person: _____ Daytime Phone: _____
 Organization: _____
 Purpose of Meeting: _____

FACILITY

- Catlettsburg Office
- Franks Building
- Fair Building

ROOM

- Catlettsburg Office ONLY*
- Conference A (Stage, Screen)
 - Conference B (Kitchen)
 - Conference A AND B
 - Board Room

ADDITIONAL USE

- Kitchen (see guidelines)
- Sound/A-V System
- TV/DVD Player/Projector

ROOM SETUP

- Classroom Style
- Theatre Style
- Banquet Style
- U-Shaped
- Square (Open or Closed)

TYPE OF TABLE

- Rectangle
- Round (Franks/Fair Bldg ONLY)

CHAIRS

- One Side Both Sides
- Number of Chairs
- 2 3 4
- All Chairs (No Tables)

Additional Needs/Requests: _____

I have read and agree to adhere to the guidelines and rules regarding use of Extension facilities and equipment. In addition, I understand the Boyd County Extension Council/District Board is not responsible for accidents, injury, illness, or loss of group or individual property. I also understand that the Boyd County Cooperative Extension Service 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 Extension facilities are open to all persons irrespective of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

 Applicant Signature

 Extension Agent Signature

*****ALL APPLICATIONS WILL BE REVIEWED BEFORE APPROVAL*****

**ALL APPLICATIONS MUST BE RECEIVED BY THE 1st DAY OF THE PRIOR MONTH REQUESTED- NO EXCEPTIONS!
 IF ANY USE EXTENDS BEYOND 2 DAYS, PRIOR APPROVAL MUST BE REQUESTED AND APPROVED FROM THE FACILITIES COMMITTEE**
REVISED MARCH 2017