

**\*RETURN THIS FORM TO:**

Lawrence County Extension Office  
249 Industrial Park Road  
Louisa, KY 41230  
Phone: 606-673-9495  
Fax: 606-673-9498

Today's Date: \_\_\_\_\_  
Responsible Party or Group: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Meeting Time: \_\_\_\_\_  
Time Facility is Needed: \_\_\_\_\_  
Purpose of Meeting: \_\_\_\_\_

**Area Reserved: (Please circle)**

Large Conference Room  
Small Conference Room  
Farmer's Market  
Outdoor Classroom

**Additional Usage: (Please circle)**

Kitchen (guidelines inside)  
Chairs  
Tables

Any additional comments or special needs? Please specify.

\_\_\_\_\_  
\_\_\_\_\_

**Special Instructions:**

I have read and agree to adhere to the guidelines and rules regarding the use of the Lawrence County Extension facilities and equipment. In addition, I understand the Lawrence County Extension Council/District Board is NOT responsible for accidents, injuries, illness or loss of group or individual property. I also understand that the Lawrence 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. Lawrence County Extension reserves the right to NOT ACCEPT this application.

\_\_\_\_\_

\_\_\_\_\_

**Applicant/Contact Person**

**Extension Service Contact**

\_\_\_\_\_

**District Board Chair**

\*The Lawrence County Extension Office reserves the right to cancel reservations sixty days in advance if there is conflict with educational programs.

\*\*THE LAWRENCE 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.

**\*\*\*ALL REQUESTS MUST BE REVIEWED AND APPROVED BY LAWRENCE COUNTY DISTRICT BOARD BEFORE USE IS ALLOWED\*\*\***