### LAWRENCE COUNTY EXTENSION OFFICE
### FACILITY RESERVATION FORM

**RETURN THIS FORM TO:**
Lawrence County Extension Office  
249 Industrial Park Road  
Louisa, Kentucky 41230  
* please read attached guidelines  
Phone: 606-673-9495  
* Complete this form in its entirety  
Fax: 606-673-9498

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<table>
<thead>
<tr>
<th>Today’s Date: __________</th>
<th>Extension Staff Member Responsible: _______________</th>
<th>Phone #: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Activity: __________________________</td>
<td>Meeting Time: ____________________</td>
<td></td>
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<tr>
<td>Time Facility is Needed: __________________________</td>
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<tr>
<td>Responsible Party and/or Group: _________________________________________________</td>
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<tr>
<td>Contact: __________________________________________</td>
<td>Contact phone #:: ______________________</td>
<td></td>
</tr>
<tr>
<td>Purpose of Meeting: __________________________________________________________</td>
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</tbody>
</table>

### FACILITY RESERVED:  

- [ ] Large Conference Room  
- [ ] Small Conference Room  
- [ ] Farmers’ Market Shed  
- [ ] Equipment Shed

### ADDITION USAGE:

- [ ] Kitchen (see guidelines)  
- [ ] TV/VCR/DVD  
- [ ] Sound Equipment  
- [ ] Tables  
- [ ] Chairs

**Any additional Comments or Special Needs? If so please specify:** __________________________________________________________

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**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 Lawrence County Extension Council/District Board is not responsible for accidents, injury, 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.

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**Applicant/Contact Person** __________________________  
**Extension Service Contact** __________________________

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

*The Lawrence County Extension Office reserves the right to cancel reservations sixty (60) days in advance if educational programs become a conflict.*

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*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.*