FACILITY RENTAL APPLICATION

APPLICANT INFORMATION:

Name or Agency:_____

Address: _____

City St Zip

Type: Individual ☐ SSN _____-_____-_____ Corporation ☐ Tax ID No. ____-_____

Government ☐ Federal State Local Not for Profit ☐ 501 (c) (3) No. _____

Contact Person:_____ Phone (____)_____

EVENT INFORMATION:

Type or Title of Event _____

Description of Event _____

_____

Anticipated Attendance: _____ Will there be an admission charge? **Yes** **No** If **yes**, how much? _____

Does the event currently have liability insurance? Yes ☐ No ☐ Insurance Company_____

The applicant shall attach the necessary liability insurance policies to this application in case of any liability claim. KCTCS shall be named as an additional insured on the individual policy.

DATE and TIME REQUESTED:

Date(s) Requested _____

Hours Requested _____

SPACE DESIRED:

Student Center ☐(Leestown Only)

Conference Room ☐

Classroom(s) ☐ How Many _____

Size: Regular _____ Large _____

CAMPUS DESIRED:

Danville ____ Lawrenceburg _____ Leestown _____

Cooper ____ Regency _____ Winchester ____

SPECIAL REQUIREMENTS:

Special Arrangements/Equipment Needed (Please List):_____

_____

FEES AND CHARGES

		Per Day	Each Additional Hour	Per Hour Rental	IT Setup/Support
Charges:	Computer Lab	$500 (minimum)	$65	$70	$50/hour
	Large Classroom	$300 (minimum)	$45	$50	
	Student Center	$250 (minimum)	$35	$40	
	Conference Room	$150 (minimum)	$25	$30	
	Classroom	$100 (minimum)	$15	$20	

Special Room Setup $150 Required Custodian $50 per hour Additional Tables $10 per table

Use of computer room(s) in addition to regular classroom(s) will require an additional $65/hour per computer room

NOTE: This is an application and not approval of your request. If this application is approved, a formal contract will be forwarded for signature. Applications are to be mailed as follows:

If request is for Cooper, Regency, or Winchester campuses, mail application to: Rob Knight, Bluegrass Community & Technical College, 241 Moloney Building, Cooper Campus, Lexington, KY 40506-0235

If request is for Leestown, Danville, or Lawrenceburg campuses, mail application to: James Poole, Bluegrass Community & Technical College, 164 Opportunity Way, Lexington, KY 40511

Facility usage is confined to normal operating hours. Normal hours are Monday-Thursday 8:00 am – 9:00 pm; Friday 8:00 am – 5:00 pm. Summer hours will vary. Week-end and holidays usage requires additional charge for employee overtime pay for security and housekeeping costs.

FOR OFFICE USE ONLY:

Date Received _____/_____/_____ Approved ☐ Disapproved ☐ Initials _____

Date Contract Mailed_____/_____/_____ Copy of Liability Insurance Received Yes____ No____