

University of Kentucky College of Agriculture Robinson Station Auditorium Reservation Form

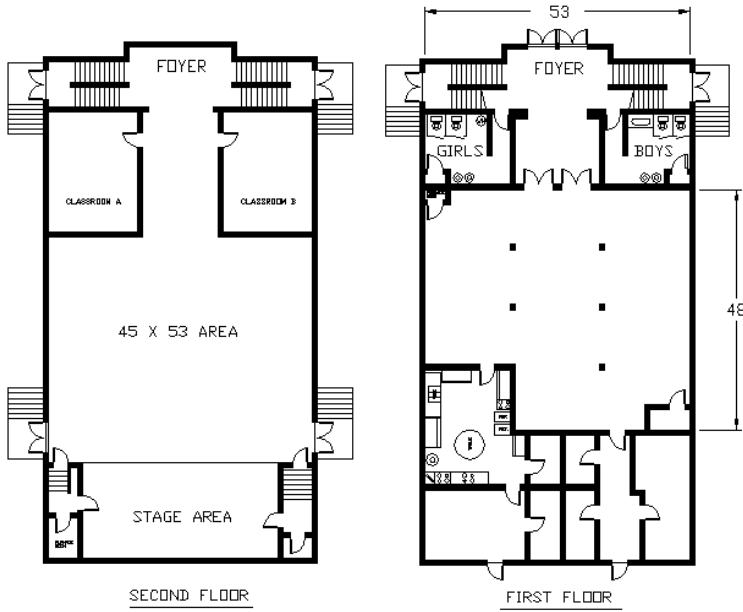
Name of Group or Individual: _____

Date of Event: _____ Start time: _____ AM/PM End time: _____ AM/PM

Number in group: _____

Purpose of event: _____

Is food to be served? Yes No



Check rooms requested:

*Set-up instructions in box below

_____ Stage/Auditorium-Level 2

_____ Classroom #1-Level 2

_____ Classroom #2-Level 2

_____ Kitchen (use of sink)-Level 1

_____ Downstairs Room-Level 1

*In requesting these rooms, it is necessary to indicate room arrangement desired:

Number required:

Chairs: _____

Tables: _____

I acknowledge by my signature that I understand and accept all the rules and regulations herein set forth and that UK Robinson Station may require event insurance if my groups use of the facility presents an extraordinary risk. (Please read all rules and regulations on the back of this form.) I also acknowledge that **this facility is not currently handicapped accessible.**

Contact person: _____

Date Submitted: _____

Signature of person making request: _____

Address: _____

Phone: _____ E-mail: _____

Please return copies of this form along with deposit to UK Robinson Station, 130 Robinson Road, Jackson, KY 41339

**Policy Statement and General Information
Governing Public Use of Robinson Station Auditorium
University of Kentucky College of Agriculture**

The primary purpose of the Robinson Station Auditorium is to serve the educational needs of Kentucky agriculture. Use of the facility is subject to the same University rules and regulations as other campus facilities. In order for this facility to be utilized to its fullest advantage, the following policies and guidelines have been established.

1. The following statements of priority shall apply:
 - A. Programs sponsored by the University of Kentucky, College of Agriculture, shall receive first priority
 - B. Official organizations of/or associated with the University of Kentucky
 - C. Other Educational and non-profit groups
 - D. Other groups
2. Request for use of the Robinson Station Auditorium are to be submitted on the Auditorium Request form. No group will be given access to the facilities unless appropriate reservation forms have been completed and approved.
3. Catered meals and food functions are acceptable with special permission. The individual or group is responsible for providing food serving wares. No cooking is allowed.
4. The individual or group making the reservation is expected to assume responsibility for the general care of the facilities during the time reserved including trash removal.
5. Decorating plans must be approved by Robinson Station Superintendent.
6. No weapons are allowed on premises.
7. Smoking is not permitted inside the Auditorium.
8. Re-arranging Auditorium furniture within the building must be approved by Robinson Station Superintendent.
9. No pets or other animals allowed (except for assistance animals).
10. Minors must be properly chaperoned.
11. The facility shall be vacated as soon as possible after the activity is completed. Items left in an area by an individual or group may be discarded if not removed.
12. The University of Kentucky and its employees shall automatically be free and relieved from all personal liability arising from any accident, injury or damage whatsoever caused, including loss of/or damage of personal property, equipment, supplies, etc., brought to the facility to be used for the scheduled event, while on said premises.
13. Proof of "event insurance" must be provided with deposit.
14. In the event it is necessary to cancel a reservation, notification shall be given at the earliest possible date to the office reserving the facility. If accommodation changes are needed, 48 hours notice must be given.
15. A non-cancellation fee of \$50.00 will be charged if 24 hour notice is not given that the room will not be used.
16. Admission charges are not allowed for any event conducted in these facilities.
17. Alcoholic beverages are prohibited.
18. Rental fee structure:
 - \$25/hr. for <50 occupants (\$100 deposit)
 - \$50/hr. for 50-100 occupants (\$200 deposit)
 - \$75/hr. for 101-200 occupants (\$400 deposit)
 - \$100/hr. for 201-375 occupants (\$500 deposit)

The Auditorium is not currently handicapped accessible