

Legislative Research Commission

Meeting Room FAQs

Q: Who can reserve a room in the Capitol Annex?

A: Anyone can reserve a room in the Capitol Annex, providing they agree to the terms of the Meeting Room Agreement policy.

Q: How do I reserve a meeting room in the Capitol Annex?

A: Contact Kate Talley to reserve a meeting room on the first floor in the Capitol Annex.

Kate Talley
Facilities Administration
Legislative Research Commission
Room 157 Capitol Annex
Frankfort, KY 40601
phone: 502-564-8100, ext. 59199
email: kate.talley@lrc.ky.gov

Q: Is there a fee to reserve a meeting room in the Capitol Annex?

A: No. There is not a fee to reserve a meeting room in the Capitol Annex. However, the entity is financially responsible for any damage or necessary repairs resulting from the use of the room. Additionally, a facility cleaning fee of up to \$250 may be charged if the condition of the room after the meeting requires services beyond the LRC's or its agent's normal cleaning duties.

Q: Once I reserve a meeting room in the Capitol Annex, can it be changed or canceled?

A: Yes. A meeting room reservation may be changed or canceled at anytime by the reserver. All meetings by groups outside of LRC are subject to cancellation if the business of the General Assembly requires LRC to use a reserved meeting room. We will do our best to find you an alternate room, but this may not always be possible.

Q: Is there audio/visual equipment available in the meeting rooms?

A: No. LRC will not provide the use of any audio/video equipment. Some exceptions may apply. Please contact Kate Talley at 502-564-8100 ext. 59199 with questions.

Q: Is food allowed in the meeting rooms?

A: Food and/or drink is permitted in Annex Room 113 with prior LRC approval. There will be two time slots available for serving food. The breakfast time slot will be from 8:30 a.m. to 10:45 a.m. The lunch time slot will be from 10:45 a.m. to 1 p.m. These times include setup and breakdown. Food and/or drink are not permitted in any other meeting rooms.

Q: Can I get into a meeting room early to set up?

A: No. The setup, event, and breakdown must take place on the date and time indicated. It can begin no earlier than 8:30 a.m. and conclude no later than 4 p.m.

Q: What is the capacity of the meeting room I have reserved?

A:

Room #	Seating Available	Maximum #	Comments
113	60	90	11 Round Tables, 5 Chairs at each table
125	111	238	
129	120	150	
131	120	150	
149	166	250	
154	166	250	
169	120	150	
171	120	150	

Q: Can I record my meeting while in the Capitol Annex?

A: Recording equipment is not provided by LRC. You may bring in your own recording equipment to use.