



**Legislative Research Commission  
Facilities Administration**

State Capitol Annex      Frankfort, Kentucky 40601      502-564-8100

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Please read the following LRC meeting room policies. Indicate your understanding and acceptance by initialing next to each policy. Sign the agreement in the space provided and return it to [LRCRoomReservations@kylegislature.gov](mailto:LRCRoomReservations@kylegislature.gov).

**Meeting Room Agreement**

The Legislative Research Commission (LRC) is pleased to offer you the use of a meeting room under the terms of this agreement. You have received this agreement because you have tentatively reserved a meeting room with LRC's Facilities Administration Office. The agreement must be returned to LRC within one week of receipt or one business day before the event, whichever comes first, or your reservation may be forfeited. If you have any questions, please call Facilities Administration office at 502-564-8100.

**Facility Usage**

- \_\_\_\_\_ The official business of the General Assembly is the priority of the LRC. If the business of the General Assembly requires the LRC to use a reserved meeting room, you must relocate your event. LRC will attempt to provide an alternative room, but this may not always be possible. You must call Facilities Administration (502-564-8100) on the business day before the event to confirm that the room is still available.
- \_\_\_\_\_ 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 1:00 p.m.
- \_\_\_\_\_ No posters, banners, or signs are allowed in the meeting rooms.
- \_\_\_\_\_ The entity is responsible for conducting its business in a professional manner. Noise must be kept to a minimum because meetings may be occurring in adjoining rooms.

- \_\_\_\_\_ Food and/or drink is permitted in Annex Rooms 113 & 125 with prior LRC approval and completion of the *Catering Information Form*. Food and/or drink are forbidden in all other meeting rooms.
- \_\_\_\_\_ Provide a list of staff that will be in attendance for the event. They will be issued credentials for security purposes. These credentials must be worn at all times and returned to the Facilities Administration Office in Annex 101 at the conclusion of the event.
- \_\_\_\_\_ Rooms may not be used for political receptions with candidates or for any political fundraising purposes, nor may tickets be sold for persons to attend an event held in a meeting room, under any circumstances.
- \_\_\_\_\_ The LRC reserves the right to withdraw approval to use a meeting room before or during the use if, in the LRC's discretion, the use violates this policy.

### **Equipment Availability**

- \_\_\_\_\_ LRC will not provide the use of any audio/video equipment. Some exceptions may apply. Please contact Facilities Administration (502-564-8100 with questions.
- \_\_\_\_\_ LRC will not provide a copy machine, podium, easel, flip chart, white board, chalk board, wireless microphone, or additional tables.

### **Cleaning Responsibilities**

- \_\_\_\_\_ Tables in the committee meeting rooms may not be moved.
- \_\_\_\_\_ Chairs must be returned as they were before the event. Chairs may not be added or removed from any rooms.
- \_\_\_\_\_ The entity is responsible for cleaning the room after the event.
- \_\_\_\_\_ 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.

**Please complete this sheet and return to**

Facilities Administration  
Legislative Research Commission  
702 Capital Avenue  
Room 101, Capitol Annex  
Frankfort, KY 40601  
phone: 502-564-8100  
email: [LRCRoomReservations@kylegislature.gov](mailto:LRCRoomReservations@kylegislature.gov)

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**Date:** \_\_\_\_\_ **Room #:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

I understand and will abide by the policies listed in the LRC Meeting Room Agreement. I also understand that failure to observe the policies may result in me and/or my organization being prohibited from further use of any LRC meeting room.

**Name of Organization:** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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To have your event added to the LRC Social Calendar, please email [Melissa.Scott@kylegislature.gov](mailto:Melissa.Scott@kylegislature.gov) the following:

Date

Time

Name of Event

Location

Sponsor Info

Who is Invited: Choose one—Legislators Only, ALL LRC Staff, and/or Legislators & Leadership Staff

Contact Person/Phone