



**Legislative Research Commission
Facilities Administration**

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

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 Kate.Talley@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 Kate Talley in the Facilities Administration office at 502-564-8100, ext. 59199.

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 Kate Talley (502-564-8100, ext. 59199) 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 4:00 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. Food and/or drink are forbidden in all other meeting rooms.
- _____ 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 Kate Talley (502-564-8100 ext. 59199) 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 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

Kate Talley

Facilities Administration

Legislative Research Commission

702 Capital Avenue

Room 157, Capitol Annex

Frankfort, KY 40601

phone: 502-564-8100, ext. 59199

email: Kate.Talley@kylegislature.gov

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:_____

To have your event added to the LRC Social Calendar, please email 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