

ROOM INFORMATION & LEASE AGREEMENT

MONDAY - FRIDAY - Excluding Holidays - **(8:00 a.m. – 4:30 p.m.)**

The Kentucky Transportation Cabinet Conference Center is managed by the Office of Support Services.

For questions or reservations, please email the KYTC Conference Center at kytc.conferencecenter@ky.gov

The Conference Center does not provide access to a copy machine.

CONFERENCE CENTER RENTAL FEES			
<u>Conference Rooms</u>	<u>Room Capacity</u>	<u>Rental Charge - all day</u>	<u>Rental Charge - half day</u>
Auditorium (C105)	250	\$900.00	\$500.00
Video Room (C122)	24	\$300.00	\$150.00
Hearing Room (C121)	24	\$300.00	\$150.00
Training Room (C117)	50	\$400.00	\$200.00
Training Room (C118)	50	\$400.00	\$200.00
Computer Lab (C112)	16	\$300.00	\$150.00
Small Room (C114, C115, C116, C120)	5	\$200.00	\$100.00
Medium Room (C110)	14	\$250.00	\$150.00
Large Room (C109 A & B)	28	\$300.00	\$150.00
Large Room (C107 A & B)	36	\$350.00	\$175.00

-- TERMS AND GUIDELINES FOR USE OF THE BUILDING --

Payment must be made prior to the meeting date using your 3-digit department code and 6-digit eMARS template. For those who don't use eMARS you may pay via cashier's check, money order, or agency-issued check made payable to the Kentucky State Treasurer.

Payments shall be forwarded to:

Attn: Amy Ueltschi
 Kentucky Transportation Cabinet Conference Center
 200 Mero Street
 Frankfort, KY 40622

-- FOOD AND BEVERAGE --

Catering services are available via the KYTC cafeteria or you may select an outside caterer of your choice. The host will be responsible for cleaning all surfaces and disposing of any trash before leaving the facility.

-- PARKING --

Parking is available in the east parking garage marked "visitor parking", the lot across the street, or on the street.

- Please consult the Conference Center manager regarding any other payment arrangements.
- KYTC will prepare and submit the IET document for payment.
- Please let us know in advance if you have any special requests and ADA needs.
- Meetings shall not extend beyond the hours scheduled.
- Any adjustments made to meeting hours must be approved in advance.
- Please follow all safety and emergency instructions provided by the on-site staff members.

FUNDING STRIP REQUIRED FOR BILLING PURPOSES

EMARS TEMPLATE	DEPARTMENT	FUND	UNIT	FUNCTION	OBJECT	OTHER

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It is hereby understood and agreed that the Applicant, a state agency, and the Kentucky Transportation Cabinet shall not be liable to any person or entity except as provided by Kentucky law. Any claim against the Applicant or the Transportation Cabinet by any person or entity shall be subject to review by the Board of Claims pursuant to KRS Chapter 44. Neither the Applicant nor the Kentucky Transportation Cabinet waive absolute immunity by the terms of this agreement.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above. I certify that I am an authorized representative of the state agency applying for permission to use the facilities and authorized to enter into this agreement.

Date: _____

Contact /Host Name: _____

Phone Number: _____

Agency: _____

Requested Date/Dates: _____

Title of Event: _____

Number of Attendees: _____ **Time Start:** _____ **Time End:** _____

Catering Services: ☐ Yes ☐ No If Yes, note the service: _____

Equipment Request: ☐ TV ☐ monitor/HDMI cable ☐ video-conference unit ☐ podium w/microphone
☐ overhead ☐ projector ☐ Other

Customer Notes:

When using computer labs, you agree to delete any software loaded for specific training. Special needs for software or program use will need prior approval from the Conference Center supervisor. Persons given access to KYTC's Information Technology resources are considered Authorized Users and require acceptance of the policies we have in force.

Wireless connectivity is available.

If your PC is not adaptable, plug Ethernet cable into PORT B (the orange outlet on the wall).

24 hour notice must be given via email for cancellation or your agency will be charged the regular fee.

[Click here to submit your request to the Conference Center](#)