



MONDAY-FRIDAY (8:00 a.m. – 4:30 p.m.)

The KYTC (Kentucky Transportation Cabinet) Conference Center is managed by the Office of Support Services. In order to preserve the integrity of the Center, rules for its use must be observed. Please read this document carefully. Signing this lease agreement means you agree to abide by these rules. If you have any questions, please contact the Conference Center at kytc.conferencecenter@ky.gov or call 502-564-7740 or fax 502-564-7741. Strict enforcement of these rules will help preserve the Conference Center.

SPACE LIMITATIONS – RENTAL FEES - EQUIPMENT AVAILABILITY

❖ Room reservations can be made no more than 90 days in advance.

Meeting Room	Room Capacity	Rental Charge (8:30 a.m. - 4:30 p.m.)	Rental Charge (2-hr. minimum, or ½ day)
Auditorium (C105)	250	\$500.00 (all day)	\$250.00
Video Conference Room (C122)	24	\$150.00 (all day) Note: Fee does not include video.	\$75.00
Hearing Room (C121)	24	\$150.00 (all day)	\$75.00
Training Room (C117)	50	\$200.00 (all day)	\$100.00
Training Room (C118)	48	\$200.00 (all day)	\$100.00
Computer Lab (C113)	16	\$225.00 (all day)	\$112.50
Small Conference Room (4)	5 seats	\$75.00 (all day)	\$37.50
Medium Conference Room (C110)	14	\$150.00 (all day)	\$75.00
Large Conference Room (C109 A & B)	28 (can be divided)	\$200.00 (all day/entire room)	\$100.00 (½ day, ½ room)
Large Conference Room (C107 A & B)	36 (can be divided)	\$250.00 (all day/entire room)	\$125.00 (½ day, ½ room)

EQUIPMENT RENTAL COST (per *booking date)

* A booking date constitutes any part of the day.

Laptop/ Projector	Podium w/ microphone	Monitor & HDMI cable	TV/DVD/VCR Combo	Overhead/ Slide Projector	Speakerphone	VCR	Video Conference Unit
\$100.00	\$25.00	\$100.00	\$25.00	\$25.00	\$25.00	\$15.00	\$100.00

Equipment is available on a “first-come, first-served” basis. Please request at least one week in advance. Conference phones are for local calls only. Long distance calls must be made via calling card or by using a toll free number.

Note: Reservations made by military organizations are exempt from all charges/fees.

FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING

- The KYTC Conference Center is available for reservations from 8:00 a.m. to 4:30 p.m. weekdays, excluding holidays.
- Meetings shall not extend beyond the hours scheduled.
- Any adjustments made to meeting hours must be approved by the Conference Center supervisor in advance.



FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING (*cont.*)

- Payment must be made prior to the meeting date via cashier's check, money order, or agency-issued check made payable to the Kentucky State Treasurer. Payments shall be forwarded to:

Kentucky Transportation Cabinet Conference Center
200 Mero Street
Frankfort, KY 40622

- Please consult the Conference Center Supervisor regarding any other payment arrangements.
- The Conference Center reserves the right to decide whether a prospective Lessee's event is appropriate to be held in its facility.
- Any person given access to KYTC's Information Technology resources is considered an Authorized User and requires acceptance of the policies we have in force.
- The cost of any damage to the Conference Center or its property/equipment incurred during its use will be billed to the Lessee.
- **Twenty-four hour notice must be given in writing for a cancellation or the Lessee will be charged the regular meeting fee.**
- Under no circumstances will the Lessee be allowed on the premises after hours without prior arrangement with the Conference Center supervisor. **Only staff members of the Kentucky Transportation Cabinet Conference Center may provide access to the building or grounds after hours.**
- Please follow all safety and emergency instructions provided by the on-site staff member(s).
- Public restrooms are located in the corridor of the Conference Center.
- **Parking is available in the east parking garage marked "visitor parking" or in the lot across the street, or on the street.** Guests should not park in spaces marked "Reserved." Handicap-accessible parking is available.
- If the leased space becomes untenable because of fire, lock-outs, power failure, natural disaster, riots, insurrection, war, or other reasons of a like nature, and is not the fault of either party, or other unavoidable casualty, this Lease shall terminate. If such termination occurs before the Lease begins, the Conference Center will refund to the Lessee any deposit heretofore paid by the Lessee. In the event such termination occurs during the term of this Lease, the Lessee will pay to the Conference Center a pro rata portion of the rent to that time; the Conference Center will refund any part of the rent already paid by the Lessee which exceeds such amount. In the event of such termination, the Lessee hereby waives any claim for damages or compensation, which might arise out of such termination.

SMOKING

- Pursuant to Executive Order #2014-747, government buildings and properties are smoke-free.



ELECTRICAL SERVICE

- **Electrical service on the property is limited.** Please check with Conference Center staff prior to the event to insure that accommodations can be provided.

EQUIPMENT & TELEPHONE AVAILABILITY

- Easels, flip-chart stands and dry erase markers are available for use by meeting participants at no additional charge. **No copy machine is available for use by meeting participants.**
- Meeting participants may use the speakerphone in the Conference Center for:
 - toll free and local business calls
 - long-distance calls made **via a calling card.**
- The Conference Center does not have a phone available for personal use by meeting participants. Conference Center staff will take phone messages for meeting participants and post them outside the appropriate meeting room. **Meetings will be interrupted for emergencies only.**

FOOD AND BEVERAGE

- **Subject to the Department of Parks' standing right of first refusal** to provide catering services for Conference Center events, Lessee may select a caterer of choice, but only upon prior approval by the Conference Center.
- **With prior approval from the Conference Center supervisor, food may be served in the Conference Center Prep Room and meeting rooms only;** however, the Conference Center may reserve the right to make limitations. **No food or drink is permitted in the Auditorium.** All Conference Center furniture used for food service must be covered by table linens provided by the Lessee and removed upon the conclusion of the event. Lessee should take necessary measures to prevent heat or water damage to tabletops. **No electronic cooking or heating devices or open flame shall be utilized.**
- ALL outside caterers will be required to have on file with the Office of Support Services current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses issued by the City of Frankfort. Caterers must also provide proof of insurance listing the Kentucky Transportation Cabinet as an additional insured. No Exceptions. These documents must be presented **PRIOR** to the event taking place at the facility. **No cooking of food is allowed on the premises.** Approved outside catering can be delivered no earlier than 8:00 a.m. and must be removed by 3:00 p.m. on the same day that the facility is used.
- **No alcoholic beverages are permitted on Transportation Cabinet Building property.**
- Lessee or caterer will be responsible for cleaning all surfaces and disposing of trash from all food service and preparation areas before Lessee leaves the facility.
- A surcharge of up to \$100 may be required for each area of carpet soiled by food. The decision to impose this charge rests solely with the staff of the Conference Center.



DECORATIONS AND RENTED EQUIPMENT

- Posters/displays/decorations – Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener or adhesive. Please use flipchart stands (provided upon request) or dry erase boards located in the room. Please consult Conference Center staff for safe alternatives.
- All decorations, floral arrangements, items rented from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.
- ALL externally-rented equipment (tables, chairs, linens, etc.) with Conference Center staff approval must be set up after 8:00 a.m. and be taken down by the Lessee (or agents contracted by the Lessee) before 3:00 p.m. on the same day that the facility is used, unless the Conference Center staff has granted written approval prior to the event.
- On-site staff will assist with the placement of rental equipment, but cannot load, unload, or set up rental equipment.
- **Absolutely NO glitter or confetti may be used inside or outside the Conference Center.** This includes the use of decorative confetti and loose potpourri on tables. Please consult with Conference Center staff regarding any questionable items, including candles.
- **Only flameless candles are permitted.**
- Please consult with Conference Center staff regarding any questionable items.

Please make arrangements to meet with a Conference Center staff member regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements, which may conflict with our guidelines.

Please make out-of-town guests and any other staff for your event or meeting aware of the guidelines for use of the KYTC Conference Center. You must copy this document and give it to everyone who will be working with your event or meeting to ensure they understand our guidelines. Since you, the Lessee, are ultimately responsible for the actions of these agents, it is essential that you communicate the terms and guidelines of use of the facility to all attendants in order to assure a worry-free event.

Please sign and submit the attached lease agreement.



INDEMNIFICATION

The applicant/lessee agrees to indemnify, defend and save harmless the Commonwealth of Kentucky, Transportation Cabinet, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney’s fees or other litigation expenses which may be asserted or made against or incurred by the Commonwealth of Kentucky, Transportation Cabinet, its employees or agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant/lessee, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicant’s use of the facility.

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 person(s), firm, group, or organization applying for permission to use the facilities and authorized to enter into this Lease agreement.

Name of person responsible:

Lessee Company or Agency:

Address:

Phone: Fax: E-mail:

Date Requested: Hours Requested:

Number Expected to Attend: Title of Event

Set-up Preference: (i.e. conference, classroom, u-shape, hollow square)

Catering Services: Yes No (Dept. of Parks catering menu upon request)

Note: Please read applicable rules for food service on page 3 of agreement.

Equipment Rental: TV/DVD/VCR monitor/HDMI cable projector podium w/microphone
overhead speakerphone video-conference unit

Please specify if you wish to use provided equipment.

When using computer labs, the leasing agency agrees 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.

Please fax, mail, or scan and email this signed agreement to Kentucky Transportation Cabinet Conference Center, 200 Mero Street, Frankfort, KY 40622. If you have any questions, please contact the Conference Center at kytc.conferencecenter@ky.gov or call 502-564-7740 or fax 502-564-7741. Please let us know if you have special requests and/or ADA needs.

SIGNATURE: _____ DATE _____

- Customer Notes: