

AOC-ACCT-15.1

Rev. 7-22

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Commonwealth of Kentucky

Court of Justice www.kycourts.gov



**CONFERENCE ROOM
RENTAL AGREEMENT
(STATE AGENCIES)**

AOC ACCOUNTING USE ONLY:

Date Received: _____

Received By: _____

ITI/ITA#: _____

**ADMINISTRATIVE OFFICE OF THE COURTS
MEETING AND CONFERENCE SPACES**

ROOM SEATING LIMITATIONS AND RENTAL FEES

*Room reservations can be made no more than 60 days in advance.

Room Type	Seating Limitation	Room Fee (Discounted)	Set-up/Clean-up Fee	Equipment Usage Fee	Room Rental ½ Day Prior to Meeting for Set-up (if needed)
Conference Room	300	\$350.00	\$400.00	\$100.00	\$175.00
Meeting Room A	30	\$100.00	\$200.00	\$50.00	\$50.00
Meeting Room C	24	\$100.00	\$200.00	\$50.00	\$50.00

State Agency ("Agency"): _____

Name of Person Responsible For Event: _____ Title: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Mailing Address: _____

Billing Contact Name: _____ eMars Department Code: _____

Billing Contact Phone: (____) _____ Email: _____

Requested Event Date: _____ Start Time: _____ a.m. p.m. Ending Time: _____ a.m. p.m.

Number of Attendees: _____ Room Requested: Conference Room Meeting A Meeting C

Title of Event: _____

Set-up Preference: (Tables are 60" x 24" and can accommodate two chairs per side.)

Conference (Chairs only) Classroom U-Shape Hollow Square Other: _____

Registration table/chairs needed outside the meeting room? YES NO

Vendors setting up in the Lobby area? YES NO

Total number of table/chairs needed: Event: T____ C____ Registration: T____ C____ Vendor: T____ C____

Equipment needed: (Bring your own laptop if doing a presentation.)

Projector Microphone HDMI Cord Clicker for PowerPoint

Please let us know if you have special requests and/or ADA needs:

Are you requesting approval to serve food at this event? YES NO Vendor Name: _____

If yes, please see the "Food and Beverage" Section below.

Are you requesting wireless internet access for event attendees? YES NO

If yes, please see the "Wireless Internet Access and Information Technology Resources" Section below.

Signing this Rental Agreement ("Agreement") signifies your agreement to adhere to the Terms and Conditions included herein. If you have any questions, please contact the Administrative Office of the Courts ("AOC") by emailing AOCGuestServices@kycourts.net or calling (502) 573-2350 and asking for the Guest Services Coordinator.

TERMS AND CONDITIONS

USE OF FACILITY

The AOC Conference and Meeting Rooms are available from **9:00 a.m. to 4:00 p.m.** weekdays, excluding holidays. It is essential that events do not extend beyond the hours scheduled. State Government Agencies must pay fees using eMars. AOC will prepare the internal ITI document and forward it to the Agency's designated billing contact listed above.

- The AOC reserves the right to decide whether a prospective Agency's event is appropriate to be held in its facility.
- The cost of any damage to the Conference or Meeting Rooms or its property/equipment incurred during its use will be billed to the Agency.
- Cancellation notices must be given in writing at least twenty-four (24) hours in advance of the scheduled event or the Agency will be charged the full rental fee.
- Under no circumstances will the Agency be allowed on the premises after hours.
- All safety and emergency instructions provided by the on-site staff member(s) should be followed.
- Conference/Meeting attendees are required to enter and reenter through the main entrance doors located at the front of the building.
- Public rest rooms are located in the lobby of the AOC.
- Parking is available in the front parking lot of AOC. Guests should not park in spaces marked "Reserved." Handicap Accessible parking is available.
- If the rented meeting or conference room becomes untenable because of fire, lock-outs, failure of power, natural disaster, riots, insurrection, war or other reasons of a like nature not the fault of either party, or other unavoidable casualty, this Agreement shall terminate. If such termination occurs before the scheduled event, AOC will refund to the Agency any rental fees paid prior to the termination. In the event such termination occurs during the scheduled event, the Agency will pay to AOC a pro rata portion of the rent at that time. In the event of such termination, the Agency hereby waives any claim for damages or compensation, which might arise out of such termination.
- The AOC reserves the right to cancel the event or to require that event attendees wear masks while inside the facility if Franklin County's COVID-19 community level is high or red, as determined by the Center for Disease Control.

SMOKING

- The AOC is a smoke-free property, including the parking lots. No tobacco products are permitted on the property.
- If attendees exit the building or property during the scheduled conference/meeting, they **MUST** reenter through the **main entrance doors** located at the front of the building.

EQUIPMENT AND TELEPHONE AVAILABILITY

- Conference Phones are available on a "first-come, first-serve" basis. Requests should be made at least one week in advance of the scheduled event. Conference Phones shall be used for local calls only. Long distance calls **must** be made via calling card or by using a toll-free number. Conference call numbers are the responsibility of the Agency.
- No copy machine is available for use by meeting participants.
- Telephones available to attendees shall be used for local calls only.

WIRELESS INTERNET ACCESS AND INFORMATION TECHNOLOGY RESOURCES

- Wireless connectivity to the internet via the AOC Guest Network ("Network") is available upon request. A password is required to access the Network and should be obtained in advance by contacting by the Guest Services Coordinator.
- Any person provided access to the Network is considered an authorized "User" and as such, must adhere to the Kentucky Court of Justice ("COJ") Policy, "Acceptable Use Policy for COJ Information Technology," a copy of which can be provided upon request.
- By accessing the Network, Users agree to accept any limitations of access which may include **blocked access to social media websites such as Facebook and YouTube.**
- Mac computers are not compatible with conference and meeting room equipment.
- Questions regarding access limitations and equipment compatibility should be addressed with the Guest Services Coordinator prior to the scheduled event.

FOOD AND BEVERAGE

- Food may be served only with prior approval from AOC. AOC reserves the right to make limitations. The Agency should take necessary measures to prevent heat or water damage to tabletops.
- The Agency may select a caterer of its choice. It is the responsibility of the Agency to ensure the caterer has all appropriate licenses and insurance.
- The cooking of food is not allowed on the premises.
- No alcoholic beverages are permitted on AOC property.
- Agency or caterer will be responsible for cleaning all surfaces and disposing of trash (utilized in all food service and preparation areas) before Agency leaves the facility.
- A surcharge of up to \$200 may be required for each area of carpet soiled by food. The decision to impose this charge rests solely with AOC.
- AOC will not provide coffee, water, or food. Meeting organizer must bring it or arrange for it to be delivered.

DECORATIONS

- Posters/displays/decorations: Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener, or adhesive.
- All decorations, floral arrangements, and supplies must be removed from the premises following the scheduled event.
- Absolutely no glitter, confetti, or candles may be used on the premises.

ACKNOWLEDGEMENT

Agency understands and agrees that the Agency, a state agency, and the AOC, a state agency, shall not be liable to any person or entity except as provided by Kentucky law. Any claim against the Agency or AOC by any person or entity shall be subject to the Kentucky Claims Commission Act pursuant to KRS Chapter 49. Neither the Agency nor the AOC waive sovereign immunity by the terms of this Agreement.

Please make arrangements to meet with AOC regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements.

Ensure all attendees of your scheduled event are aware of the Terms and Conditions outlined in this Agreement. You may wish to copy this document give it to anyone who will be working with your event to ensure they understand our guidelines. Since the Agency is ultimately responsible for the actions of these agents, good communication is essential to having a worry-free event.

ACCEPTANCE

I request use of the described AOC facilities based on the rules set forth above. I certify that I am an authorized representative of the Agency applying for permission to use the facilities and am authorized to enter into this Agreement. I understand that failure to adhere to the Terms and Conditions may result in immediate cancellation of my event and/or denial of future event requests.

SIGNATURE: _____

DATE: _____

Sign and email this Agreement to the Guest Services Coordinator at:
AOCGuestServices@kycourts.net