

**Facility Management Department
Training Room and Conference Room Request Form**

5601 North Bend Road
Hebron, KY 41005
859-282-3320

Please complete this form and fax it to 282-2358. Confirmation will be sent via email to the person making the request once we have received this form and confirmed the dates. Thank you!

Dept/School: _____ Date of Request: _____

Person Making Request: _____

Phone Number: _____ Fax Number: _____

Event Title/Purpose: _____ Date of Event: _____

Time of Use: _____ Number of Participants: _____

Training or Conference Room: _____

Signature: _____

<p align="center"><u>Available in Training Room</u> (capacity 24 - 30 using tables, 50 using chairs only)</p> <ul style="list-style-type: none"> ● Overhead projector and large screen (bring your own laptop) ● Wireless access ● Whiteboard ● 50 chairs ● 12 tables (4 ft. in length - seats two people each) ● Refrigerator ● Microwave ● Sink ● Restrooms (in training room) ● Phone ● Coffee maker (please bring your own coffee & supplies) ● 30 parking spaces available (parking is available on either side of the building. Entrance is on the right side, closest to the Transportation Department) <p align="center"><u>Conference Room</u> (capacity 10 - 14 around table)</p> <ul style="list-style-type: none"> ● Overhead projector and large screen (bring your own laptop) ● Wireless access ● Whiteboard ● Restrooms ● Phone ● Parking and entrance is on the left side of building 	<p align="center"><u>Options for Training Room Setup</u></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Classroom</td> <td style="width: 33%;">Conference</td> <td style="width: 33%;">U-Shape</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Hollow Square</td> <td>Meeting Squares</td> <td>Theater</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> </div> <p align="center"><u>Please Select</u></p> <p><input type="checkbox"/> Classroom style - 12 tables, max. 2 per table, 24 people total</p> <p><input type="checkbox"/> Conference style - 12 tables squared, 14-18 people</p> <p><input type="checkbox"/> U Shape Tables - 24 people</p> <p><input type="checkbox"/> Hollow Square Shape Tables - 24 people</p> <p><input type="checkbox"/> Meeting squares - 12 tables, 4 per table</p> <p><input type="checkbox"/> Theatre style - chairs only, 50-55 people</p>	Classroom	Conference	U-Shape				Hollow Square	Meeting Squares	Theater			
Classroom	Conference	U-Shape											
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If you need to cancel, please contact the Facility Management Department as soon as possible at 859-282-3320. Thank you!