



Ralph Rush Professional Development Center

99 Center St, Florence, KY 41042 | 859.283.3219

Facility Request Form

Contact **Laura Jaynes** to confirm availability prior to sending form.

Enter the date and time of phone call or confirmation email.

Call: (859) 283-3219 Email: laura.jaynes@boone.kyschools.us

Date: _____

Time: _____

Event Information

Event Title/Purpose _____

Date(s) of Event _____

Time of use _____

Number of Participants _____

(Maximum capacity depends on layout; see "set-up" below)

Agency/School Information

Agency/School _____

Today's Date _____

Requesting Person _____

Phone No. _____

Signature _____

Fax No. _____

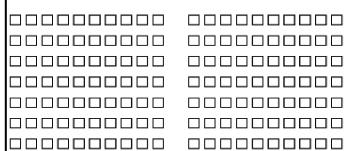
Diagram of Set-Up

Circle the Layout below you would like for your event:

CHAIRS ONLY

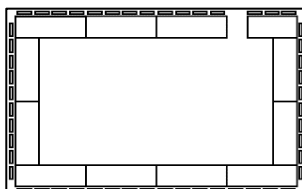
MAX 100

BIG SCREEN



RECTANGLE

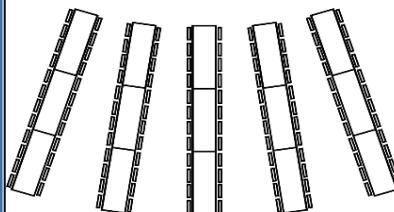
MAX 65



ANGLED

MAX 100

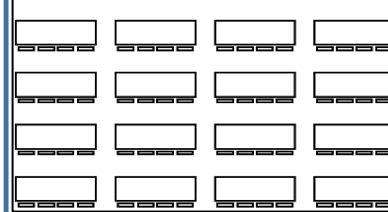
BIG SCREEN



CLASSROOM

MAX 64

BIG SCREEN



**If you need a different layout, please call 859.283.3219*

Equipment Available

Microphones: Lapel, Handheld, Standing, Desk

Presentation: Large Screen, Laptop (*Windows*), Projector (*HDMI Hookup*)

**Special Note for Mac Users: we do not provide video adapters for Mac computers*

SEND TO: laura.jaynes@boone.kyschools.us

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