### Facility Request Form

**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

<table>
<thead>
<tr>
<th>Date: ____________________</th>
<th>Time: ____________________</th>
</tr>
</thead>
</table>

#### Event Information

<table>
<thead>
<tr>
<th>Event Title/Purpose</th>
<th>Date(s) of Event</th>
<th>Time of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Participants

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

#### Agency/School Information

<table>
<thead>
<tr>
<th>Agency/School</th>
<th>Today's Date</th>
<th>Requesting Person</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Fax No.

<table>
<thead>
<tr>
<th>Phone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Diagram of Set-Up

Circle the Layout below you would like for your event:

- **CHAIRS ONLY**
  
  - MAX 100
  
  - **BIG SCREEN**

- **RECTANGLE**
  
  - MAX 65
  
  - **BIG SCREEN**

- **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

THE BOONE COUNTY SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, MARITAL STATUS, VETERAN STATUS, GENDER OR DISABILITY