



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

**AOC ACCOUNTING USE ONLY:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**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	Set-up/Clean-up Fee	Equipment Usage Fee	Room Rental ½ Day Prior to Meeting for Set-up (if needed)
Conference Room	300	\$700.00	\$400.00	\$100.00	\$175.00
Meeting Room A	30	\$250.00	\$200.00	\$50.00	\$50.00
Meeting Room C	24	\$250.00	\$200.00	\$50.00	\$50.00

Company or Organization ("Guest"): \_\_\_\_\_

Name of Person Responsible For Event: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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  Hallow Square  Other: \_\_\_\_\_

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

Vendors setting up in the Lobby area?  YES  NO

Total number of tables/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](mailto: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. Payment must be made prior to the meeting or conference date via check or money order made payable to the Kentucky State Treasurer. **Payment should be forwarded along with the signed Agreement to: Administrative Office of the Courts, Attn: Guest Services Coordinator, 1001 Vandalay Drive, Frankfort, KY 40601.**

- The AOC reserves the right to decide whether a prospective Guest'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 Guest.
- Cancellation notices must be given in writing at least twenty-four (24) hours in advance of the scheduled event or the Guest will be charged the full rental fee.
- Under no circumstances will the Guest 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 Guest any rental fees paid prior to the termination. In the event such termination occurs during the scheduled event, the Guest will pay to AOC a pro rata portion of the rent at that time. In the event of such termination, the Guest 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 Guest.
- 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 Guest should take necessary measures to prevent heat or water damage to tabletops.
- The Guest may select a caterer of its choice. It is the responsibility of the Guest 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.
- Guest or caterer will be responsible for cleaning all surfaces and disposing of trash (utilized in all food service and preparation areas) before Guest 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.

### **INDEMNIFICATION**

The Guest agrees to indemnify, defend and save harmless the Commonwealth of Kentucky, Administrative Office of the Courts, 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, Administrative Office of the Courts, 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 Guest, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of Guest in connection with or incident to the performance of this Agreement, or arising out of Guest's use of the facility.

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 Guest 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 person(s), agency, firm, group, or organization 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](mailto:AOCGuestServices@kycourts.net)

The original should be mailed along with payment to:

**Administrative Office of the Courts**  
**Attn: Guest Services Coordinator**  
**1001 Vandalay Drive**  
**Frankfort, KY 40601**