

Date Paid: _____

Amount Paid: _____

Deposit Return Date: _____



EVA HAWES AG EXPOSITION AND COMMUNITY CENTER RESERVATION FORM

- Please read the attached guidelines and rules.
- Complete this form in its entirety

Today's Date: _____

Date(s) of Activity _____ Meeting Begins: _____ Ends: _____

Organization: _____ Estimated Attendance: _____

Contact Person: _____ Daytime Phone: _____

Return Address: _____

Purpose of Meeting: _____

Room(s) Reserved:

- Entire Building
- Eva Hawes Community Building
- Agriculture Exposition Center

RETURN THIS FORM TO:
 MORGANTOWN CITY HALL
 117 N. MAIN ST
 PO BOX 397
 MORGANTOWN, KY 42261
 PHONE: 270-526-3557 FAX: 270-526-6295

Additional Comments or Special Needs: _____

I have read and agree to adhere to the guidelines and rules regarding use of Ag Expo facilities and equipment. In addition, I understand that Butler County/Morgantown City Hall (or other associated entities) is not responsible for accidents, injury, illness, or loss of group or individual property. Contracts and usage are open to all persons irrespective of race, color, national origin, sex, religion, age, and disability.

Applicant/Contact Person

City Hall Contact
270-526-3557

*****ALL REQUESTS WILL BE REVIEWED BEFORE APPROVAL*****
 IF ANY USAGE NEEDS TO EXTEND BEYOND 2 DAYS, PRIOR APPROVAL
 MUST BE REQUESTED AND APPROVED FROM FACILITIES COMMITTEE.

In case of emergency or cancellation after 4:00 pm
 Contact **Donald Morris** (270)999-9263

*****A PORTION OF FUNDING FOR THIS PROJECT WAS PROVIDED BY KADF*****

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Guidelines for Making Reservations

1. Reservations will be kept by the Morgantown City Clerk. Forms are available at Morgantown City Hall
2. Scheduling will be done on a first-come/first-served basis with the City of Morgantown receiving priority. County-wide events will then be next in line.
3. No reservations for groups or organizations, except for the City of Morgantown or for major economic impact events, shall be accepted more than 12 months in advance.
4. All requests for the use of any Ag Exposition and Community Center are to be submitted on the appropriate forms. Forms may be obtained from Morgantown City Clerk during business hours or through www.morgantown-ky.com
5. Persons obtaining reservation must be 21 years of age or older and will be responsible for group's conduct and respect for facility. Any groups who abuse facility or violate rules and regulations will not be allowed to reserve the facility again. Charges for damages will be assessed.
6. Outside user groups may provide their own audio/visual equipment

Rules

1. Room reservations may not be transferred, assigned, or sublet.
2. Morgantown City employees, or any duly authorized representative on duty, shall have the right to enter all facilities, at all times during any and all occupancies.
3. The person making the reservation shall observe, obey and comply with all applicable city, county, state, and federal laws, rules and regulations. All permits and licenses required for the intended use under terms of this policy shall be procured by the reservation applicant (health permits, etc.)
4. Butler County/Morgantown City Hall (or other associated entities) are not responsible for accidents, injury, illness, or loss of group or individual property. The City of Morgantown may require proof of insurance coverage at a city approved limit where the activity for which the reservation is sought involves the sale of food or is inherently hazardous to life or property.
5. Reservation is only for the time stated on the application form. Time for setup and cleanup should be allowed in the reservation request. Please do not expect to use facility before or after the time stated on the reservation. All members of the group must leave by the time the reservation expires. Building must be vacated by 11:00 pm, except for special events or meetings. Special events or meetings that will meet beyond 11:00 pm will be so designated on the reservation form.
6. All persons using the City facilities shall be properly clothed. Shirts and shoes are required.
7. Do no scoot, pull or drag tables or chairs on the carpet or tile floors. Pick up chairs and tables when they need to be moved.
8. The building is a non-tobacco facility.
9. Illegal drugs and alcohol are not allowed in the building or on the premises. Intoxicated persons are not permitted on the premises.
10. No decorations, charts, posters, etc. may be attached to the wall, facings or doors.
11. Upon arrival, user needs to inspect building and duly note any irregularities. Please contact Morgantown City Hall. Any user damaging property or equipment is responsible for the cost of the repair or replacement. All repairs will be arranged by Morgantown City Hall. City Hall personnel and the noted representative will access the building after use.