

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

Deposit Paid

Rent Fee 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 after 4:00 pm*  
 Contact **Harold Deweese** (270)526-8039

**\*\*\*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](http://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.

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12. Meeting Room users are responsible for leaving the room in the condition it was found. Cleaning charges may be assessed to any group by the facility committee at the rate of \$30.00 per employee hour.
13. Only use trash cans with plastic bag liners. If you have put food in the trash can, place it in the outside garbage container at the rear of the building.
14. If serving food or beverage, use your own utensils and paper products.
15. Wipe tables and counters free of food products. Do not leave any food products in the refrigerator.
16. Sweep mud, crumbs, etc. from the foyer and meeting rooms if carried in by the group. Dust mops are located in the janitor's closet.
17. Leave tables and chairs in place.
18. Any person or persons violating the established rules and regulations, or constituting a public nuisance, will be asked to leave the facility and will not be allowed to use the building again for one year. The custodian or staff will notify the facility committee in the event of damages.
19. No equipment or furniture may be removed from the building for any reason.
20. Room capacity should not exceed the number posted by the Fire Marshall.
21. Reservation deposit will not be returned until the facility has been inspected by a City employee. Once a City employee has inspected the facility and determined the facility was returned in proper condition, the deposit check will be returned to the user.
22. Morgantown City Hall does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
23. No animals are allowed in the Community Center Kitchen or Meeting Room.

### Fee Schedule For All Users

Group Type	4 Hours	All Day
Commercial Groups	\$275 + \$50 each additional hour	\$425
Family or Private Groups	\$125 + \$25 each additional hour	\$175
Non-Profit Groups	\$75 + \$25 each additional hour	\$125
Local Agriculture Groups	\$25 Opening Charge Rental Free	\$25 Opening Charge Rental Free

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#### Definition of User Groups

- Commercial Groups would be those that want to use the building for an event that would bring them or their business financial gain. An example would be if someone wanted to use the facility for a craft show and sell booth spaces for vendors.
- Family or Private Group would be those that want to use the building for an event that would be a private function. An example would be if someone wanted to use the facility for a family reunion or wedding.
- Non-Profit Groups would be government or other non-profit groups that would like to use the facility for activities directly related to their non-profit mission. An example would be the Morgantown Rescue Squad training.
- Local Agriculture Groups are those that are part of the Morgantown-Butler County agriculture community. An example would be the local 4H club.
- Gold Sponsors are those individuals or organizations that donated \$2000 or more toward in developing the facility.