

**Return this form to:**

Christian County Cooperative  
Extension Office  
2850 Pembroke Road  
Hopkinsville, KY 42240  
270-886-6328  
Fax: 270-886-6320



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

**Christian County  
Agriculture Exposition Center  
Reservation Form**

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

**For Office Use Only**

Approved: \_\_\_\_\_  
Not Approved: \_\_\_\_\_  
Fee Assessed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Extension Employee Contact: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Organization: \_\_\_\_\_

Date(s) of Event (this includes set up & take down): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Short Description of Event (including activities & purpose of event): \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Office Use Only Proof of Insurance was provided: \_\_\_\_\_

**RENTAL COSTS**

***\*To officially reserve the arena, you must pay the full amount of your rental after booking is approved\****

**Select what level applies to your event. (See next page for Facility Fee Levels)**

**See Next Page for Facility Fee Levels**

- \_\_\_\_\_ **Level 1:** Extension Groups, Programs, and Partners
- \_\_\_\_\_ **Level 2:** Community Groups
- \_\_\_\_\_ **Level 3:** Non-Profit/Private Groups, or Agriculture Related Spectator Sport
- \_\_\_\_\_ **Level 4:** Commercial Groups
- \_\_\_\_\_ **Level 5:** Motor Sports

**Select which rooms of the facility and/or equipment you will be requesting for the event:**

- \_\_\_\_\_ **Farm Credit Arena**
- \_\_\_\_\_ **Planter's Bank Meeting Room/Front Lobby** (\$150 for 4 hours or less; \$300 for 5+ hours/full day)
- \_\_\_\_\_ **Siemer Milling Kitchen** (See kitchen rental agreement)
- \_\_\_\_\_ **Tractor Use** (\$30 per operating hour, see tractor rental agreement)

**Must schedule a meeting with Facility Manager prior to rental date to be trained on building usage and equipment**

**\*\* (If Applicable) I understand that all participants must sign a Waiver of Liability to be kept on file. \_\_\_\_\_ Initial**

Cooperative Extension Service  
Agriculture and Natural Resources  
Family and Consumer Sciences  
4-H Youth Development  
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.  
LEXINGTON, KY 40546



Disabilities  
accommodated  
with prior notification.

# Christian County Agriculture Exposition Center

## Facility Fees

**All groups are subject to approval by the Christian County District Board.**

Room Capacity: Arena 543 people Meeting Room: exceed 175 people.

- Level 1: Extension Groups, Programs, and Partners (Highest Priority)**  
*Any group or event directly related to or a part of an Extension Educational program. Such event should be under the advisement or supervision of a Christian County Extension Agent.*
- Level 2: Community Groups (\$150 per Day)**  
*Any non-profit community group or event using the facilities for less than 8 hours. All community groups and events are subject to approval of the Christian County District Board.*
- Level 3: Non-Profit/Private Groups, or Agriculture Related Spectator Sport (\$500 per Day)**  
*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 and are not charging an admission fee. **All Non-Profits are required to present a current copy of their 501-C3 form.** Private groups would be a private function (i.e.: birthday parties or weddings). Agriculture Related Spectator Sport refers to any agriculture event in which an entry fee/admission fee is charged for participants and/or spectators. (i.e.: team roping jackpot, barrel race, horse show, livestock show, etc.).*
- Level 4: Commercial Groups (\$750 per Day)**  
*Commercial groups would be those that want to use the building for an event that would bring them their business financial gain.*
- Level 5: Motor Sports (\$1,000 per Day)**  
*Any motor sport where the existing dirt floor is not disturbed over 6 inches. A dirt displacement fee of \$750 is to be paid by anyone who alters the dirt deeper than 6 inches or adds soil amendments that deems soil unusable and does not return to its original condition after the event*

### Damage Fees for All User Groups

Damages will be assessed per cost of the repair or replacement. Damage will be assessed for facilities, equipment, landscaping, seating, arena dirt, and all extra supplies provided by the Christian County Cooperative Extension Service. A dirt displacement fee of \$750 is to be paid by anyone who alters the dirt deeper than 6 inches or adds soil amendments that deems soil unusable and does not return to its original condition after the event. 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 permitted to use the facility in the future. The Facility Manager or staff will notify the facility committee in the event of damages.

**The agreement must be signed, and rental paid in full amount after booking is approved for the date(s) to be reserved. The Extension Office may refuse to rent the facilities in the future to any individual or group who has violated this agreement**

*I have read, understand, and agree to adhere to the guidelines and rules regarding use of the Christian County Cooperative Extension Agriculture Arena facilities and equipment. I understand that if damages and extra cleaning expenses are needed, I am responsible for paying those additional charges. In addition, I understand that Christian County Extension Service is not responsible for accidents, injury, illness, or loss of group or individual property. Contracts and usage are open to all persons regardless of economic or social status and will not be discriminated on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, age, veteran status, or physical or mental disability.*

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**Applicant/Contact Person**

**Date**

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**Extension Service Contact**

**Date**

## Christian County Agriculture Exposition Center Rules & Regulations

1. The Party agrees to assume, defend at all times, indemnify, protect, save, and hold harmless the Christian County Extension Service any and all claims, demands, actions, or causes of action resulting directly or indirectly from the use, occupancy, or lease of the Ag Arena by the Party. The liability of the Party includes, without limitation, the claims of any employee or agent of the Party, the claims of any person attending the event for which the Ag Arena was leased by the Party, and the claims for damages to the property of any such employee, agent, or person. The Christian County Extension Service will not be liable for any damages to the property of the Party, which is sustained in the use of the Expo. Center.
2. Persons obtaining reservation must be 21 years of age or older and will be responsible for group's conduct and respect for facility.
3. **Mandatory Insurance:** The Party shall provide documentary evidence of public liability insurance issued by a company licensed to do business in the Commonwealth of Kentucky, or its designee, insuring both the Party and the Christian County Extension Service as a named insured. The insurance provided by the Party should have policy limits of \$100,000 for each person, \$500,000 for each accident, and \$25,000 for property damage to insure against claims mentioned previously. The Party should deliver, to the Christian County Extension Service, a certificate of insurance reflecting the appropriate coverage prior to any use of and/or possession of the premises.
4. Must schedule a building usage and equipment training with Facility Manager prior to rental date.
5. **Drugs and Alcohol are NOT allowed in the building or on the premises.** Intoxicated persons are not permitted on the premises. Tobacco products may not be used inside the building. Tobacco products may be used in the adjacent gravel parking lot, at least 30 ft away from the building.
6. Extension employees, Board Members, or law enforcement officers shall have the right to enter all facilities, at all times during any and all occupancies.
7. In case the leased premises shall become untenable because of unavoidable casualty, this contract shall terminate. If such termination occurs before the lease begins, then the Christian County Extension Service will refund the Party the security deposit previously paid after deducting any expenses incurred to that time by the Christian County Extension Service in relation to this contract. In event of such termination, the Party hereby waives any claim for damages or compensation, which might arise out of such termination.
8. Violation by the Party of any of the items, stipulations, conditions, or covenants provided herein may, at the Christian County Extension Service's option. The Party agrees that it shall be responsible for any and all attorney fees, court costs, or related expenses as a result of any action taken by the Extension Service to enforce the terms of this agreement.

\_\_\_\_\_ **Initial**

## Christian County Agriculture Exposition Center Rules & Regulations

9. Since the Christian County Extension Service's primary purpose is to serve as an educational resource for our community and as part of its partnership with the University of Kentucky, political fund raisers and/or partisan political meetings shall not be used to endorse, promote, or support any political candidate or political party. Extension Service facilities may be used as a public forum to which all candidates shall be invited to participate. In other words, **no** political fundraisers and/or partisan political events can be held at the Christian County Extension office.
10. Pay for damage to or loss of Extension Service's property caused by act, default, or negligence of the Party's agents, employees, patrons, or guests.
11. To furnish the Christian County Extension Service with the final plans and requirements for the activity at least two weeks prior to said activity.
12. To warrant that all copyrighted material to be performed has been duly licensed or authorized by the copyrightowners, and that such licensing is the sole responsibility of the Party.
13. That no recording, either video or audio, of any kind will be made of the event covered by this contract without prior knowledge of the Extension Service.
14. Pets will be leashed or caged while on the premises and will not be allowed in the spectator areas of the building. The Party will be solely responsible for any costs related to an accident involving a pet during the time of their event.
15. All vehicles will be parked in designated parking areas and that vehicles illegally parked will be towed at the owner's expense.
16. The Christian County Extension Service will retain control of the facilities, equipment, and personnel during the period of this lease.
17. Room reservations may not be transferred, assigned, or sublet.
18. Reservation is ONLY for the time stated on application form. Time for setup and cleanup should be allowed in the reservation request. All members of the group must leave by the time reservation expires.
19. Only use trash cans with plastic bag liners. Take ALL trash out and replace liners at the completion of each event.
20. No equipment or furniture may be removed from the building for any reason. **Any equipment used or moved during the time of facility rental must be returned to its starting place.** Equipment is including but not limited to the tractor, implements, tables, chairs, panels, t-posts, kitchen equipment.
21. **Room Capacity:** should not exceed the number posted by the Fire Marshall. The arena capacity is not to exceed 543 people and meeting room to not exceed 175 people.

\_\_\_\_\_ Initial

## Christian County Agriculture Exposition Center Rules & Regulations

22. Party is responsible for closing and locking all doors upon leaving the facilities and any damages resulting in failing to lock the facility.
23. A dirt displacement fee of \$750 is to be paid by anyone who alters the dirt deeper than 6 inches or adds soil amendments that deems soil unusable and does not return to its original condition after the event.
24. No motor vehicle is to be staged behind the bleachers. All motor oil should be disposed of in PERSONAL containers.
25. All exterior doors are to be always fully accessible. No staging and or pits are to be placed in front of the doors
26. **Any use of fireworks or other pyrotechnics are strictly prohibited.**
27. Complete All Responsibilities on Check Sheet
28. 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 permitted to use the facility in the future. The Facility Manager or staff will notify the facility committee in the event of damages.
29. Audio and Video is available with prior notification; training will be provided prior to rental.
30. Children should be supervised at all times
31. The Christian County Extension Service is **NOT** responsible for ANY accidents (i.e., using ladders, moving tables, etc.

\_\_\_\_\_ **Initial**

# Christian County Agriculture Exposition Center Rules & Regulations

## Special Considerations for Renting During Business Hours

If renting during business hours, please keep in mind that the Christian County Extension Service is open as well. Extension personnel are directed not to handle incoming calls, send faxes, or authorize use of other equipment for renters of the facility. The Extension Service is not required to advertise or promote a renter's event.

**DO NOT** add the Extension Office's phone number to any promotional material. If you need any assistance, please inform the office staff before or after lunch (11:00 am - 1:00 pm)

## Liability Statement

If your insurance requires on site emergency services, it is the responsibility of the Party to pay that cost.

## Cancellation Policy

Cancellation must be received no less than 15 business days before the reserved date for a full refund of any paid fees. **If the cancellation is received less than 15 business days prior to the reserved date, 50% will be refunded.** The only exceptions for a cancellation of less than 5 days prior to the event will be for severe weather, acts of nature, local or national states of emergency, and/or an emergency at the Christian County Extension Service.

## In the Case of an Emergency:

**911—Emergency**

## For Further Assistance Call

### Primary Contact:

**Ken Hancock**

(270) 839-6218

ken.hancock@uky.edu

Christian County Extension

Facility Manager

### Secondary Contacts:

Matt Futrell 270-839-6651

Kelly Jackson- 270-839-5331

Tiffany Bolinger 270-839-8136

Mary Anne Garnett 270-484-1337

Jeremiah Johnson 270-985-3157

*I have read, understand, and agree to adhere to the guidelines and rules regarding use of the Christian County Cooperative Extension Agriculture Arena facilities and equipment. I understand that if damages and extra cleaning expenses are needed, I am responsible for paying those additional charges. In addition, I understand that Christian County Extension Service is not responsible for accidents, injury, illness, or loss of group or individual property. Contracts and usage are open to all persons regardless of economic or social status and will not be discriminated on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, age, veteran status, or physical or mental disability.*

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**Applicant/Contact Person**

**Date**

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**Extension Service Contact**

**Date**