

AIC TRAINING ROOM POLICY STATEMENT

The primary purpose of the Agricultural Information Center Training Room facility is to serve the educational needs of Kentucky agriculture. Use of the facility is subject to the same university rules and regulations as other campus facilities. In order that the conference facility be utilized to the fullest advantage, the AIC established the following policies and guidelines.

- 1.) The following statements of priority shall apply:
 - A. Programs sponsored by the University of Kentucky College of Agriculture shall receive first priority. Even though the facility may be scheduled to other groups, we retain the privilege of canceling for a College of Agriculture event if the situation warrants.
 - B. Other agricultural groups.
 - C. Official organizations of/or associated with the University.
 - D. Other groups for whom use of University facilities are appropriate.

(Groups C and D will normally be scheduled more than one month in advance.)
- 2.) Reservations requiring special arrangements or accommodations should be made no less than 2 weeks in advance. Applications to reserve the AIC Training Room may be made by submitting [the form](#) electronically or by contacting Amélie Charron by phone at 257-2758 or by fax at 323-4719 or by e-mail at acharron@uky.edu.
- 3.) Reservations are made on a first come first serve basis. Please note that submitting the application form to reserve the training room does not guarantee your reservation. Unusual circumstances may make it necessary to cancel your reservation. If this situation should occur we will make every effort to find you an alternative site.
- 4.) Failure to cancel a reservation denies others the use of the facility and wastes scarce University resources. Please make every effort to notify the AIC if your event is cancelled.
- 5.) The AIC Training Room may not be reserved as the regular meeting place of a regularly scheduled class or for regularly scheduled meetings (with the exception of library instruction).
- 6.) The individual or group making the reservation is expected to assume responsibility for the general care of the facility during the time reserved. Damages incurred from abuse or neglect are the financial responsibility of the reserving party.
- 7.) No food or drinks are allowed in the training room with the exception of water for the instructor in an acceptable container. Alcoholic beverages are prohibited. Candles or other open flames are prohibited. The building is a non-smoking facility.
- 8.) Admission charges are not allowed for any event conducted in these facilities, without permission.