



West Kentucky
Rural Electric
Your Touchstone Energy
Cooperative

Application for rental of the West Kentucky Community Room

Name of Individual/Group Requesting Rental _____

Member Name _____

Address _____

Phone Number _____

Email Address _____

Date and Time for your desired rental of the West Kentucky Room *(please be specific)*

Describe what the West Kentucky Room will be used for *(please be specific)*

Number of guests expected at your event *(please note that maximum occupancy is 144 persons)*

Do you expect your event will be catered? _____ If yes, please list caterer's name

(caterers not already on our Approved List of Caterers for the venue will need to be pre-approved)

Do you expect to need AV equipment for your event? _____ If yes, describe AV needs:

Please note the following:

1. Rental agreements are made on a first come/first served basis. If your desired time is already booked, you will be notified immediately.
2. Rental agreements are made for cooperative members and community/civic groups only.
3. Approval of rental applications is left to the discretion of the cooperative and some events will be approved only on a case-by-case basis.
4. A submitted rental application does not constitute a reservation of the space. Space is not reserved until a rental agreement/contract are completed and fees are paid.

Signature of Member Applicant

Date