







Request for  
Southeast Kentucky Community  
and  
Technical College  
Pineville Campus

<b>Dates Requested</b> _____
<b>Time</b> _____
<b>Time Event Begins</b> _____ <b>Ends:</b> _____
<b>Building Requested</b> _____

**Today's Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of organization** \_\_\_\_\_ **Representative** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Nature of Activity** \_\_\_\_\_

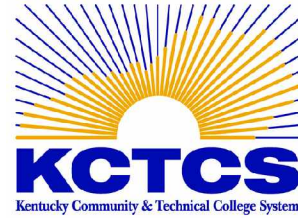
**(Estimated Attendance) Minimum** \_\_\_\_\_ **Maximum** \_\_\_\_\_

**Community Sponsored Event Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Fee Charged: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Will Refreshments be served Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Type** \_\_\_\_\_

**Event Catered By** \_\_\_\_\_



<i>Pineville Campus</i>									
<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>		<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>	
<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>		<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>	
<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>		<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>	
<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>		<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>	
<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>		<b>Building</b>	<b>#</b>	<b>Classroom</b>	<b>#</b>	
ITV Room 120									
Nursing Lab									
Computer Lab									
Library									
Kitchen									

<b>Special Needs:</b>													
Speakers Podium			#	Microphones			#	Tables		#	Chairs		#
TV/VCR	#	Unit	#	DVD	#	Overhead	#	Projector/Slide	#	Movie Screen	#		
<b>SETUP/OTHER NEEDS:</b>													

**Approved By** \_\_\_\_\_ **Date: Confirmed** \_\_\_\_\_

**CE/CS Department** \_\_\_\_\_ **M & O** \_\_\_\_\_ **Originator** \_\_\_\_\_

**\*Please read and complete information on back of form.**

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made by and between the First Party, the Kentucky Community and Technical College System, ("KCTCS"), on behalf of Southeast Kentucky Community and Technical College ("SKCTC"), Pineville, Kentucky, and the Second Party, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

PERIOD OF CONTRACT

This Agreement is for \_\_\_\_\_. This Agreement shall automatically extend for a period not to exceed \_\_\_\_\_ unless written notice is received in accordance with the Cancellation Clause in this Agreement.

PROJECT SCOPE

The First Party agrees to make \_\_\_\_\_ of the \_\_\_\_\_ available to the Second Party for the purpose of \_\_\_\_\_.

FEE SCHEDULE

The payment amount of this MOA shall be made prior to the use of facilities. The payment shall be made to KCTCS, SKCTC-Rental Fee.

Charges as stated in Facilities Usage and Rental Policies:

Campus	Building	Room	Per Day	Per Hour Rental	Each Additional Hour
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

Special Request of additional space charge to be established by CFO

AMENDMENT

This Agreement may not be altered or amended unless in writing with the mutual consent of the parties.

CANCELLATION CLAUSE

Either party may cancel this Agreement at any time for cause and may cancel without cause upon 30-day written notice to the other party.

INSURANCE

The Second Party must provide KCTCS with a Certificate of Liability upon execution of this agreement. KCTCS shall be named as an additional insured for the duration of the Agreement.

SERVICES TO BE PROVIDED BY THE FIRST PARTY

In this paragraph, the First Party, (list in detail) any services which shall be provided to the Second Party, i.e., parking facilities, janitorial services, security, equipment, room wage set-up requirements, or other related items.

DISCRIMINATION PROHIBITED

Both parties agree not to discriminate on the basis of race, color, national origin, religion, sex, age, or disability in employment or service delivery and program participation in conformity and the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; American with Disabilities Act of 1990; and Executive Order No. 11246 of September 24, 1965, as amended; and all other applicable laws which prohibit discrimination and implementing regulation, guidelines, and standards lawfully adopted and promulgated under the laws.

Approved: \_\_\_\_\_  
First Party, College President and/or Designee

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

Approved: \_\_\_\_\_  
Second Party Approval, Title & Entity Name

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



Request for  
Southeast Kentucky Community  
and  
Technical College  
Middlesboro Campus

**Dates Requested** \_\_\_\_\_  
**Time** \_\_\_\_\_  
**Time Event Begins** \_\_\_\_\_ **Ends:** \_\_\_\_\_  
**Building Requested** \_\_\_\_\_

**Today's Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of organization** \_\_\_\_\_ **Representative** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Nature of Activity** \_\_\_\_\_

**(Estimated Attendance) Minimum** \_\_\_\_\_ **Maximum** \_\_\_\_\_

**Community Sponsored Event Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Fee Charged: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Will Refreshments be served Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Type** \_\_\_\_\_

**Event Catered By** \_\_\_\_\_



*Middlesboro Campus*

Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
Building	#	Classroom	#	Building	#	Classroom	#
ITV #1							
ITV #2							
Recreation Room							
Grill							
Main Lobby							

**Special Needs:**

Speakers Podium	#	Microphones	#	Tables	#	Chairs	#
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TV/VCR	#	Unit	#	DVD	#	Overhead	#	Projector/Slide	#	Movie Screen	#
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**SETUP/OTHER NEEDS:**

**Approved By** \_\_\_\_\_ **Date Confirmed** \_\_\_\_\_

**CE/CS Department** \_\_\_\_\_ **M & O** \_\_\_\_\_ **Originator** \_\_\_\_\_

**\*Please read and complete information on back of form.**

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made by and between the First Party, the Kentucky Community and Technical College System, ("KCTCS"), on behalf of Southeast Kentucky Community and Technical College ("SKCTC"), Middlesboro, Kentucky, and the Second Party, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**PERIOD OF CONTRACT**

This Agreement is for \_\_\_\_\_. This Agreement shall automatically extend for a period not to exceed \_\_\_\_\_ unless written notice is received in accordance with the Cancellation Clause in this Agreement.

**PROJECT SCOPE**

The First Party agrees to make \_\_\_\_ of the \_\_\_\_ available to the Second Party for the purpose of \_\_\_\_\_.

**FEE SCHEDULE**

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Charges as stated in Facilities Usage and Rental Policies:

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			\$	\$	\$
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**INSURANCE**

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Approved: \_\_\_\_\_  
 First Party, College President and/or Designee

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

Approved: \_\_\_\_\_  
 Second Party Approval, Title & Entity Name

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



Request for  
Southeast Kentucky Community  
and  
Technical College  
Whitesburg Campus

**Dates Requested** \_\_\_\_\_  
**Time** \_\_\_\_\_  
**Time Event Begins** \_\_\_\_\_ **Ends:** \_\_\_\_\_  
**Building Requested** \_\_\_\_\_

**Today's Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of organization** \_\_\_\_\_ **Representative** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Nature of Activity** \_\_\_\_\_

**(Estimated Attendance) Minimum** \_\_\_\_\_ **Maximum** \_\_\_\_\_

**Community Sponsored Event Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Fee Charged: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Will Refreshments be served Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Type** \_\_\_\_\_

**Event Catered By** \_\_\_\_\_



<i>Whitesburg Campus</i>									
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
Building	#	Classroom	#	Building	#	Classroom	#	Building	#
ITV #1									
ITV #2									
Recreation Room									
Theatre									
Main Lobby									

**Special Needs:**

Speakers Podium	#	Microphones	#	Tables	#	Chairs	#				
TV/VCR	#	Unit	#	DVD	#	Overhead	#	Projector/Slide	#	Movie Screen	#

**SETUP/OTHER NEEDS:**

**Approved By** \_\_\_\_\_ **Date Confirmed** \_\_\_\_\_

**CE/CS Department** \_\_\_\_\_ **M & O** \_\_\_\_\_ **Originator** \_\_\_\_\_

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MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made by and between the First Party, the Kentucky Community and Technical College System, ("KCTCS"), on behalf of Southeast Kentucky Community and Technical College ("SKCTC"), Whitesburg, Kentucky, and the Second Party, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

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Approved: \_\_\_\_\_  
First Party, College President and/or Designee

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

Approved: \_\_\_\_\_  
Second Party Approval, Title & Entity Name

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