



Ralph Rush Professional Development Center

99 Center Street, Florence, KY 41042

Room Reservation Request Form
SEND TO: kim.thomson@boone.kyschools.us
859.283.3223

Event Title/Purpose: _____

Date(s) of Event: _____ **Number of Participants:** _____
(Max capacity depends on layout. See layout options below)

Time of Use: *(arrival - departure)* _____ **Actual Time of Event:** _____

Agency/Department/School: _____ **Today's Date:** _____

Requesting Person: _____ **Phone No:** _____

Email: _____

Available Equipment:

Microphones: Lapel, Handheld, Standing, Desk

Presentation: Large Screen, Laptop (Windows), Projector (HDMI)

**MAC computer adapters are not available.*

Please select the layout below that you would like for your event:

CHAIRS ONLY (MAX 100)

BIG SCREEN

ROWS (MAX 100)

BIG SCREEN

CLASSROOM (MAX 64)

BIG SCREEN

GROUPS (MAX 90)

BIG SCREEN