

# Meeting Room Reservation Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Meeting Room:

- Board Room (before checkpoint)
- Training Room (before checkpoint)
- Halley Field Room (The Club at Blue Grass)

## Equipment Needed (Check all that apply):

- Monitor/Computer/Internet (Board & Training Rooms)
- Wireless Microphone (Board Room)
- Conference Phone (Board & Training Rooms)
- Projector and Screen (Halley Field Room)
- Podium
- Whiteboard

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

Time Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments and/or Special Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Admittance to The Club at Blue Grass

If you are renting a meeting room in The Club at Blue Grass, please complete and return the Guest List along with this form. The Club is located beyond security checkpoint, so those individuals without a boarding pass must be included on the Guest List so appropriate security clearance can be provided. All guests will need to show proof of identification upon check-in at the Information Center and are subject to TSA security measures and searches at the security checkpoint.

## Payment Terms and Cancellation

To reserve a meeting room, the airport must receive a completed Meeting Reservation Request form. Reservations cancelled less than 48 hours in advance may be subject to the full rental cost.

Please complete this form and email to:  
ebrand@bluegrassairport.com or llindsey@bluegrassairport.com  
For more information, call 859.425.3100.