OK AS TO FORM
AMH 9-29-2026

Kentucky Science Center
MAIN EMAIL kscrentals@kysciencecenter.org

Proposal No.1054
JCPS Girls Sports Expo Event Rental Agreement

CLIENT	PROPOSAL TOTAL	PROPOSAL DATE
April Brooks JCPS Athletics 10200 Dixie Highway, Louisville, KY 40272	$2,550.00	04/14/2027

INTRODUCTION/TERMS

Thank you for choosing Kentucky Science Center as your venue.

Please review the line items and terms below.

We look forward to working with you to make your event one to remember!

Audio Visual

DATE	ITEM	QTY/HRS	TAX	TOTAL
--	**Microphone**	1.00	--	$0.00
--	**Sound System**	1.00	--	$0.00
--	**Podium**	1.00	--	$0.00
--	**75" LCD Monitor**	2.00	--	$0.00

CATEGORY SUBTOTAL	
Tax	$0.00
Subtotal	**$0.00**

Room Rental

DATE	ITEM	QTY/HRS	TAX	TOTAL

	--	**Classroom Rental**	5.00	--	$1,250.00
	--	**Riverview Room Rental Monday-Thursday Daytime**	1.00	--	$800.00
	--	**Science Education Wing Rental**	1.00	--	$500.00

CATEGORY SUBTOTAL	
Tax	$0.00
Subtotal	**$2,550.00**

PROPOSAL TOTAL	
Tax	$0.00
Total	$2,550.00

CLIENT MESSAGE

Event Name: JCPS Girls Sports Expo

Event Date: Wed, April 14, 2027 7:30 AM - 2:30 PM

Rental Agreement for

Kentucky Science Center Facility

Facilities

- The Kentucky Science Center includes three floors of exhibits, Digital Theater, and the fourth floor Riverview Room.

Use

- The Kentucky Science Center does not guarantee exclusive use of exhibit areas unless so specified within the terms of the individual rental contract.
- Renters share access to Kentucky Science Center exhibits with the general public. Renters may be granted exclusive use of meeting rooms or other Kentucky Science Center facilities if so, specified in their individual rental contract confirmation.
- Guided tours of the Kentucky Science Center or other special arrangements must be confirmed in advance and specified in the individual rental contract and may involve extra costs.
- Events that exceed the eight-hour time allotment will be charged an additional fee of $250.00 per half hour, unless otherwise noted in the contract.
- Rentals have access only to the Kentucky Science Center exhibits and/or digital films that are provided for in the individual rental contract.
- The Kentucky Science Center provides security for the facility and basic housekeeping.
- Events that continue beyond 11:00pm, unless otherwise noted in the contract, will be charged

an additional fee of $500.00 per half hour.

- The Renter fully waives, releases, and discharges the Kentucky Science Center from all claims, damages, actions, causes of actions, and liability now existing or hereafter arising out of or in any manner connected with the Renter's use of the facilities of the Kentucky Science Center under the Rental Agreement except such as may be caused by the negligence or intentional acts of the Kentucky Science Center or any of its representatives, agents, or employees.
- The Renter shall maintain the facilities reserved or used by Renter, and the contents therein, in the same condition as delivered to him/her and shall promptly repair, at Renters expense, any damage to said facilities or contents occurring during the time said facilities are reserved or used by Renter, regardless of the cause of such damage, except such as may be caused by the negligence or intentional acts of the Kentucky Science Center or any of its representatives, agents or employees, or an act of God such as a flood or tornado.

Billing and Cancellation Policies

- The non-refundable date reservation fee of two hundred and fifty dollars ($250) will be due and payable immediately upon receipt of the rental contract. The Kentucky Science Center will not consider the rental contract as being confirmed and effective until it has received a signed copy of the rental contract accompanied by the fees and deposits noted above. If the Kentucky Science Center has not received the required funds as specified above, it may consider the rental contract null and void.
- The balance due of all rental fees shall be payable in accordance with the rental contract. The balance of the rental fee is due and payable on or before 30 days prior to the rental date (or due immediately when less advance notice is available).
- In the event that the balance due of the rental fee has not been received in accordance with the rental contract, the Kentucky Science Center reserves the right to cancel the rental contract for failure of the Renter to perform. In such event, the Renter shall have no rights to use the Kentucky Science Center facilities.
- Cancellation must be made in writing at least 30 days in advance or 50% of the rental fee will be charged. If canceling less than seven days in advance, 100% of the rental fee is due.
- The Kentucky Science Center may cancel the reservation by giving notice to the Renter, due to an act of God such as a flood or tornado, or for cancellation of special event, through no fault or the Kentucky Science Center such as but not limited to Thunder Over Louisville.
- If the Kentucky Science Center cancels the reservation for reasons stated above, all deposits and fees received will be refunded to renter.
- All credit card payments will be charged a 3% fee for processing.

Food Service, Furniture & Equipment Rentals

- All catering, beverage or other food services are extra. The approved caterers may be contacted for all catering needs. Renters will work directly with the caterer in developing menus and catering costs. All food and beverage must be handled by an approved caterer. Please refer to The Criteria and Guidelines for Caterers Using the Kentucky Science Center.
- All caterers pay a commission of 15% of the food and liquor sales to the Kentucky Science Center. Ask your caterer for more information. Some caterers build it into their pricing - others do not.

- The caterer must hold the appropriate caterer's and/or temporary liquor license. All bar services will be purchased, set-up and served by the licensed caterer only Excessive drinking will be controlled by the holder of the appropriate license. Bars must close at least thirty minutes prior to the end of the event. Client and guests may not bring their own alcohol in or take alcohol out of the Kentucky Science Center for any reason. All bar services must be provided by one of our Approved Caterers. Self-service bars and kegs are not permitted. The Renter and caterer are responsible for all tables, chairs, linens, dinnerware, flowers, decoration, and any and all equipment necessary to complete the preparation and service for the event that is not provide by The Kentucky Science Center.
- The Kentucky Science Center will not be liable for any delays, failures, or accidents which may affect service and facilities. The Kentucky Science Center assumes no responsibility for any equipment brought into the building. The Caterer is to leave the room in the same condition as it was found upon arrival.
- The Renter may decorate the area without use of tape or other adhesives, nails, tacks, screws or other fasteners on wood and plaster walls and surfaces and without defacing the premises. For safety reasons, only floating or votive candles may be used. The Renter is responsible for removing all decorations from the premises. No fog, glitter, smoke, or bubble machines allowed.
- The Renter may bring entertainment to the fourth floor Riverview Room. However, the Kentucky Science Center must approve the entertainment in advance. The Kentucky Science Center reserves the right to limit the amount of equipment that is used by all bands, combos, quartets, etc., and the Kentucky Science Center reserves the right to control the volume of the entertainment. Entertainment cannot interfere with the normal operating procedures of the Kentucky Science Center. The entertainment set-up should be approved by the caterer of the event. A meeting between the caterer and the entertainment provider to discuss the set-up should occur prior to the event.
- The Renter is responsible for any and all destruction or defacement of The Kentucky Science Center property, and shall reimburse The Kentucky Science Center for any charges or expenses that are incurred as a result of this event

Assignment or Sublease

- The Renter shall not assign or sublet the premises under any condition. I have read the Kentucky Science Center Rental Policies and Procedures and accept the responsibility as outlined.

RULES

- The Kentucky Science Center is a smoke-free facility and does not permit smoking in any area.
- No food or beverage is permitted in any areas (including the Digital Theater) other than the fourth floor Riverview Room without prior permission from the Event Manager.
- The Renter's conduct will at all times be consistent with the high quality and value of the Kentucky Science Center surroundings. Security personnel will remove any person creating a nuisance, acting in an abusive or threatening manner, or endangering other visitors or the physical environment of the Kentucky Science Center.
- Tossing of birdseed, rice or glitter is not permitted inside the building.

- The Kentucky Science Center is not responsible for loss or theft of personal property at any

rental event.

- Renters may not move, alter, or otherwise change any exhibit, artifact or display in place at the time of the rental event.
- The Renter has engaged the premises for a private event only. No admission will be charged, nor may tickets be sold on or off the premises, or advertising be placed announcing the event, without the expressed written consent of the Executive Director of the Kentucky Science Center.
- Fundraisers are permitted only on behalf of the Kentucky Science Center except by written consent by the Executive Director of the Kentucky Science Center. The Kentucky Science Center's 501(c)(3) status prohibits rentals to political advocacy groups.
- For the protection and safety of all concerned, no electric appliances or connections will be used without the prior approval of the Kentucky Science Center.
- The Renter agrees to abide by all local, state, and federal regulations during the time of occupancy.

I have read the Kentucky Science Center Rental Policies and Procedures and accept the responsibility as outlined.

SIGNATURES

By: Dr. Brian H. Yearwood	Date Signed	Signer IP Address