



Robinson Forest Camp Registration Form

Information:

Group Name _____

Event Name _____

Contact Person _____

Agency or Department _____

Street Address _____

City _____

State _____

Zip Code _____

Office Phone/Ext. _____

Email _____

Date of Arrival _____

Approx. Time of Arrival _____

Date of Departure _____

Approx. Time of Departure _____

Number of meals you wished served:

If you wish to not have any meals, skip this question*

Breakfast _____

Lunch _____

Dinner _____

Please select the meal you will start with:

Breakfast Lunch Dinner

Date of first meal: _____

Please select the meal you will end with:

Breakfast Lunch Dinner

Date of last meal: _____

Are there any dietary concerns that need to be addressed? Yes No

Explain dietary concerns

*Is your group predominantly: Adult Youth

Number of males in group (For cabin space) _____

Number of females in group (For cabin space) _____

Total number of people in group (**May change no later than 48 hours prior to your first meal**)

Please choose your method of payment (NO CASH PAYMENTS):

UK-JV

Individual

Group

Groups larger than ten individuals will need to make one payment.

Please make all checks payable to: **University of Kentucky**

Explain the educational nature of your visit:

Some of the facilities that are available at Robinson Forest are as follows:

Please check which facilities and/or equipment you request to use:

- 4H style cabins that sleep up to 50 people (guests should bring sheets and blankets or sleeping bag, pillows, and toiletries)
- A commercial cafeteria and dining hall for up to 50 people
- A shower house with facilities for each gender designed to accommodate groups of 50 people
- A classroom for 20 people with computers (Microsoft Windows format)
- A classroom for 50 people
- (2) 15 (11) passenger vans (**must be a UK employee and completed 15 passenger van training to operate**)
- TV, VCR, DVD, Slide Projector, Overhead Projector, LCD Projector, Latop

Due to increased costs of operating facility, use the contact information at the bottom of this form to find out current pricing.

Meal times are typically at 7 a.m., 12 noon, and 5:00 p.m. Please note if you would prefer times other than these: _____

There may be more than one group at the forest at one time.

At the Robinson Center, state and local laws and alcohol policies of the University of Kentucky are in effect and no alcoholic beverages are allowed on the property. This includes possession or consumption outdoors or in the classrooms, dining hall, cabins used for group occupancy, computer labs, offices, shops and other work facilities, and laboratories.

Robinson Center is heavily used. You are encouraged to schedule your visit as early as possible. There is a **Mandatory** one week pre-notification requirement. Please be aware that any group cancelling its reservation without giving 48 hours' notice will be liable for one night's lodging for the group, and for meals scheduled within 24 hours of arrival. Flooding and related damage may result in the need for scheduled events to be postponed, unfortunately, with very little notice.

I agree to give 48 hours' notice of any cancellation, and if I fail to provide this notice, I agree to be liable for one night's lodging for the group and for meals scheduled within 24 hours of arrival.

If you don't receive confirmation for your proposed visit within 7 working days from your date of mailing this application, you should call 606-666-2438 x291 and ask for Jackie Allen.

New Access Restrictions in place - you must read and accept to use forest [Traffic Policy](#)

Signing this application indicates that you have read and understand the Robinson Center rules and that your group agrees to abide by these rules. A copy of the rules is available [here](#) and hardcopies are available on the premises.

Do you agree to the terms and conditions stated above? I agree I decline

Please sign and date this form:

Signature: _____ Date: _____

Follow the instructions on the next page to submit this form.

Once this form is completed, send it to:

Jackie Allen, RCARS Business Manager

Mail:

176 Robinson Road

Jackson, KY 41339

Email:

jackie.allen@uky.edu

Fax:

(606) 666-9912

For any question, contact Jackie Allen at (859) 257-9511 x291 or by email at jackie.allen@uky.edu