APPLICATION FOR USE
UK Dept. of Forestry
Robinson Forest
617 Clemens Fork Rd., Clayhole, KY 41317
606-666-5034
E-Mail: wmarshall@uky.edu
Fax 606-666-9995

Please answer the following questions regarding your expected trip to Robinson Forest and return the form via mail or fax

Group Name  ______________________________________________________
Event Name  ______________________________________________________
Contact Person  ____________________________________________________
Address _____________________________ City, State, Zip ________________
Office Phone _________________________ E-Mail _______________________
Date of Arrival _________________ Approx. Time of Arrival _____________
Date of Departure _________________ Approx. Time of Departure __________

Number of meals you wished served:  Breakfast _____ Lunch _____ Dinner _____
Please circle the meal you will start with:   B   L   D   Date __________
Please circle the meal you will end with:   B   L   D   Date __________
Are there any dietary concerns that need to be addressed?  No _____   Yes _____ (attach explanation)
Is your group predominantly (Please Circle):  Adult   Youth   Both
Number of males in group       _______  (For allocation of cabin space)
Number of females in group       _______  (For allocation of cabin space)
Total number of people in group _______  You may change this number no later than 48 hours prior to your first meal.


Please circle your method of payment (NO CASH PAYMENTS): UK-IDV  Individual  Group

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

If you choose to pay by IDIV, please give your UK account number: ______________

Please make all checks payable to: UK Department of Forestry

Please attach an explanation of the educational nature of your visit.

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.

Authorizing Signature: _________________________     Date:  _______________

If you don't receive confirmation for your proposed visit within 7 working days from your date of mailing this application, you should contact the Forest at 606-666-5034 and ask for Will Marshall.

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

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

_____ 4-H 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 passenger vans  (must be a UK employee or have prior approval to operate)

_____ TV-VCR, Slide Projector, Overhead Projector
Menus served in our cafeteria are of typical "country" cooking. Some examples are:

**Breakfast:** some type of egg, sausage, bacon, toast, or pancakes, hot and cold cereal, milk, juice, and coffee.

**Lunch:** soup and sandwich, pizza, cold cuts and salad, hamburgers and fries, chili dogs, etc.

**Dinner:** fried chicken, roast beef, fish, chicken & dumplings, BB-Q chicken, BB-Q ribs, pork chops, etc.

Seasonal fruit bars, cookies, muffins, and snacks may be requested at an additional cost. Some menus/meals other than those listed may be arranged. Please contact us well in advance with your suggestions, and the Forest staff will confirm with a follow up letter.

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

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

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

**No alcoholic beverages are permitted at the Robinson Forest.**

Robinson Forest 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.