

Reserving Spaces in the Gaines Center Houses

Reservations for Gaines Center spaces are taken on a first come, first served basis. The spaces are frequently in use (classes or meetings in session), so it is often helpful to call the Center early to check on rooms' availability.

Potential users of our facilities are welcome to tour the houses before making reservations. Advance notice will be needed to view the apartments depending on occupancy, and since the meeting rooms are also frequently used, it is a good idea to call the Center in advance to learn the best time to stop by.

Fees

There is no cost to use meeting spaces at the Gaines Center, but reservations are required.

There is a charge for apartment reservations. Please email Colleen Horne (chorne@email.uky.edu) or call the Center for rate information. Apartments may be reserved on a nightly or weekly basis. The Center accepts cash, checks made payable to The Gaines Center, and IDIV's (Inter Department Invoice Vouchers). We do not accept any credit cards.

Maintenance and Service

Our facilities are looked after by two resident caretakers and a university custodian who change linens and clean according to a schedule. The caretakers are available for emergencies.

The reception and meeting areas and the apartments are clean, comfortable, and convenient, but the amenities and services we provide do differ from hotel accommodations and banquet facilities. For example, guests hosting a reception are responsible for arranging catering, throwing away disposable plates and napkins, and taking away all leftover food (but leaving Gaines Center dishware in the kitchen).

Any furniture that is moved must be put back in its proper location at the end of the event or apartment stay. Some furniture may not be moved.

Please note below which amenities are included, and feel free to email Colleen Horne (chorne@email.uky.edu) or call the Center for more information.

Apartment Amenities

Guests should pick up an apartment key during office hours (M-F, 8:00-4:00) or make arrangements to have their hosts pick up the key.

Included

Both apartments

- Linens (sheets, blankets, towels, washcloths, dishtowels) and paper products (paper towels, bathroom tissue) are provided
- Iron and ironing board

- Central heat and air
- Wireless Internet service
- Phone (local calls only), clock

Commonwealth House Apartment

- sitting room with sleeper sofa (double bed), bedroom with double bed, bathroom (shower only), and kitchenette
- mini-refrigerator, toaster oven, small coffee maker, small sink, limited dishes and cookware

Bingham Davis House Apartment

- sitting room, eat-in kitchen (with dining table), bedroom with queen-sized bed, bathroom (shower only)
- full refrigerator, 4-burner electric range, microwave, toaster, sink, some dishes and cookware, dishwasher, coffee maker

Not included

- The Gaines Center does not provide hair dryers, toiletries, or food, so guests should be sure to bring personal items including shampoo and soap.
- Television.
- Washer/dryer. We are happy to direct guests to the closest laundromat.

Meeting Room Amenities

Both houses have wireless internet access.

The McEllistrem Conference Room in the Commonwealth House seats approximately 12-18 people.

The Stewards Room in the Bingham Davis House seats approximately 40 people. There is a Proxima projection system enabling guests to project from the installed DVD and VHS systems or their personal laptop computers; guests should bring their own laptops. The room contains a blackboard and chalk. Overhead (transparency) projectors and slide projectors are available by request.

Parking

Parking in the lot directly behind the Gaines Center is BY PERMIT ONLY. The lot offers a combination of residential and employee parking spaces. You must display one of these permits in order to avoid being ticketed. Hosts are responsible for requesting temporary parking permits for their guests; we regret that we cannot assist guests in obtaining parking permits. There is some on-street (metered and free) parking on Lexington Avenue, Maxwell Street, and Rose Street.

Catering

Many [university-approved caterers](#) are familiar with our facilities. Hosts are responsible for all catering arrangements.