

Meeting & Event Policies

Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to code of conduct of published UK policies, rules, and regulations including the terms of this contract. ***Any potential violation of these policies may be referred to the Office of Student Conduct.***

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy AR 8:3, tobacco policy AR 6:5, university alcohol policy AR 6:4, campus sales policy GR:1,N, use of space AR 9:1, AR 9:2. The sponsor is responsible for making sure activities and events are in compliance with university regulations. The complete list of university regulations can be found at <http://www.uky.edu/regs/gr.htm>.
- All reservations must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Non-University groups or agencies may submit a facility use agreement with select facilities.
- Space assignments are at the sole discretion of the College of Agriculture, Food and Environment Event Staff and facility coordinator and are subject to change due to administrative priority.
- University of Kentucky facilities shall be used only for educational, cultural or charitable purposes, or other purposes as determined by the President or by the administrative officer to whom the President has delegated this responsibility in accordance with these Governing Regulations, Administrative Regulations, and University Senate Rules.
- Rooms are provided in standard setups unless advance arrangements have been made with the Event Management Office. Rooms must be returned to their original condition
- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances, and this confirmation of reservation is contingent upon the user's compliance with any such regulations.
- The sponsoring organization and/or department is responsible for returning the approved location(s) to their original condition with entire area clean and all trash and debris removed.
- Food and catering must follow existing university contracts. Coca-Cola is the official beverage company of the university. All university sponsored events must be in compliance with pouring rights provisions of the Coca-Cola agreement.
- No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building. Additionally, indoor events must have a minimum of 36" wide aisle must be maintained all at times during event, setup, and teardown to all entrances and exits.
- Sponsoring organization and/or department must comply with university brand standards and campus signage policy including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards.
- Events should not be publicized, marketed or otherwise promoted until approval is received from the College of Agriculture, Food and Environment Event Staff and the facility coordinator.

Cancellation Policy & Damage Assessments:

- Failure to cancel with a minimum of 72-hour notice to the College of Agriculture, Food and Environment Event Staff and facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization
- Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed to the sponsoring department and/or organization.
- Nothing is to be taped, tacked, or otherwise adhered to the walls, floors, ceiling, drapes, or organ pipes. Painters tape or gaff tape is approved for marking on stages. Confetti, glitter, streamers, and balloons are prohibited.
- Open flames and candles are prohibited.
- If the inside of a facility is used as a rain location, the rain call must be made by a mutually agreed upon time with the Event Management Office. Failure of the sponsoring organization and/or department to make a rain call by the pre-determined time may result in fees for staffing and/or services.

For events with UK Police Requirements, the following policies also apply:

- Cancellation policy: I understand that a cancellation or reduction in services provided must be made at least seventy-two (72) hours prior to the event through the Event Management Office. A cancellation due to inclement weather must be made at least three (3) hours before the event. Inclement weather is defined as any weather event that would reasonably prohibit the safe facilitation of the scheduled event to include, but not limited to heavy rain, lightning, high wind, snow and ice. If the University of Kentucky Police Department (UKPD) does not receive such cancellation, the requesting party/organization will be held financially responsible for all UKPD costs associated with the event to include a minimum of three (3) hours per UKPD employee assigned to work during the event.

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