

Cat's Den Programming

Application for use of space



Any registered student organization may use the Cat's Den to host an event.
The event must be free and open.

Registered student organization: _____

Event contact person: _____

Phone: _____ **Email:** _____

Date: _____ **Time Start:** _____ **End:** _____

(If this event will take place during the weekend please complete the funding portion of this form.)

Nature of event (please be specific): _____

Additional room set-up or technical equipment _____

Estimated audience size (Cat's Den capacity is 170) : _____

I have read and understood the Student Center policies on page 2 regarding programming in the Cat's Den.

Signature _____

Cat's Den Programming

Request for funding

Any registered student organization may use the Cat's Den on a weekend and request funding in the amount of \$200.00.
This money may only be used for refreshments, supplies, publicity or an expense approved in advance by the Student Center Director's Office.

Estimated expenses (please be specific): _____

How did you hear about the Cat's Den funding program? _____

I have read and understood the Student Center policies on page 2 regarding Cat's Den programming.

Signature _____

SC Committee _____ Student Center Director _____

Cat's Den Programming

Application for use of space and funding



Cat's Den Diagram

Error! Not a valid link.

Policies:

- A maximum of \$200 per organization per semester will be available. Money will not be provided to the organization directly, but will be dispersed through the Student Center Director's Office.
- Funds can only be used for services such as refreshments, supplies, publicity or an expense approved in advance by the Student Center Director's Office.
- Any refreshments must be provided by UK Dining Services. Outside food is prohibited!
- Food orders must be received 2 weeks in advance.
- Funds are only available for events held between 5:00pm Friday and 10:00pm Saturday. No programs will be scheduled during dead week or finals week.
- All programs must be free and open.
- All programs must be drug and alcohol free.
- Sponsor is responsible for crowd control and must assist in enforcing all policies including room capacity of 170.
- Applications for funding must be received and approved at least 2 weeks in advance.
- Any videos/movies shown in the Cat's Den must be approved in advance.

Common expenses:

Use of built in sound system for TV or radio	N/C
Use of stage lighting	N/C
Use of US@L technician	\$10.00 an hour
Popcorn	N/C
Pepsi products	.50 can
All games on free play	\$40.00

For questions please contact Stacey Underhill at the Cat's Den Programming Office at 257-2544.