



ROOM RESERVATION
SEMESTER REQUEST FORM

UK STUDENT CENTER
209 STUDENT CENTER, 0030
257-5781

Organization/
Administrative Unit

Your Name

Telephone

Address

Speed Sort/

Zip Code

ALL RESERVATIONS ARE SUBJECT TO CONDITIONS STATED ON THE REVERSE SIDE.

Circle proper MONTH	Dates of the Month					Room Preference	Time (From-To)	Estimated Attendance
Aug. Jan.								
Sept. Feb.								
Oct. Mar.								
Nov. Apr.								
Dec. May								
June								
July								

Name(s) and identity of non-university person(s) invited to speak or perform, film titles or subjects (if film is to be show), and other pertinent information.

General Policies and Guidelines

The Student Center Director's Office wants to assist you in making your meetings and events a success. We can only serve you to the extent of the information you give us. When requesting space, please be as exact and complete as possible. Your assistance will help us to better serve your needs.

1. All reservations must be made by a university department or an officer of a registered student organization (as listed on the organization's registration form). The reserving department or organization must be the user of the space and present at the event. A 48-hour minimum notice for reservations is appreciated.
2. No rooms shall be used for academic purposes.
3. Specific rooms requested will be assigned when possible, but the **Student Center reserves the right to make changes.**
4. A 24-hour notice on cancellations allows us to better serve all organizations/departments.
5. Meeting rooms will be in a standard set-up unless other arrangements are requested and approved in advance.
6. Meeting rooms will remain locked when not in use. Rooms will be unlocked fifteen (15) minutes before the scheduled event unless prior arrangements have been made.
7. For catering needs, Student Center Catering (257-1741) will be happy to assist in planning for food/refreshments at events. Only Student Center Catering or, with written approval by the Director of Food Services, caterers on the approved University list may provide food.
8. Special audio/visual and technical assistance is available through University Sound & Lights. For assistance, call 257-6617.
9. The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.
10. **Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner.** Easels or T-stands are available upon request for this purpose.
11. Any materials must be removed immediately following the event or meeting. A clean-up fee will be charged to the organization/department for the removal of excess materials.
12. Solicitations for subscriptions, sales of merchandise, publications or services on University property other than by the regularly authorized stores, food service, departments or divisions of the University are prohibited without the written permission of the Dean of Students (513 P.O.T.).
13. Combustible materials (including candles) may not be used.
14. No weapons or sharp objects may be brought into the Student Center.
15. Smoking is not permitted in the Student Center.

Please contact the Facilities Coordinator at 257-5781 if you have any questions or concerns regarding the use of the Student Center.