Policies for Events in the Cats Den

Thank you for choosing to host your event in the Cats Den Underground! Any registered student organization may use the Student Center Cats Den to host an event by filling out an application. If the event is approved, the organization can apply for a $250 subsidy to aide in the cost of food, publicity, or supplies detailed below.

Completed applications must be submitted by the organization’s contact person and approved by the Student Center Director. For additional information, contact 859.257.2017 or dustin.adams@uky.edu.

POLICIES:

- Space and services are available on a first come, first served basis.
- Refreshments must be provided by UK Catering Services – NO OUTSIDE FOOD IS ALLOWED
- All events must be free and open to any UK student.
- All events must be drug and alcohol free.
- A 24-hour notice on cancellations allows us to better serve all organizations/departments.
- Organization is responsible for crowd control and must enforce all policies.
  
  (Cats Den capacity: 125)
- Any videos/movies shown in the Cats Den must be approved in advance, and screening rights (license fees) must be obtained.
- Signs/banners may not be hung in the Cats Den.
- Decorations must be flame retardant.
- The sponsoring organization/department is responsible for leaving the room in the same condition as when the event started. A clean-up fee may be charged for the removal of excess materials.
- 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.
- Solicitations for subscriptions, sales of merchandise, publications or services on University property other than by the authorized stores, food service, departments or divisions of the University are prohibited without the written permission of the Student Center Director (329 Blazer Hall, 859.257.5781)

SUBSIDY:

- Applications for funding must be received and approved at least 2 weeks in advance.
- Subsidy funds are only available for events held during the specific Friday and Saturday times.
- No events will be scheduled during dead week or finals week.
- A maximum of $250 per organization, per semester is available. Money will not be given directly to the organization, but will be dispersed through the Student Center Director's office to cover specified event expenses.
- Funds can only be used for refreshments, supplies, publicity, technical assistance, special equipment or other expenses approved in advance by the Student Center Director's Office.

COMMON EVENT REQUESTS:

<table>
<thead>
<tr>
<th>Request</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Built-in sound system for TV or radio &amp; stage lighting</td>
<td>No charge</td>
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<tr>
<td>Additional tables or chairs</td>
<td>No charge</td>
</tr>
<tr>
<td>Popcorn</td>
<td>No charge</td>
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<tr>
<td>Free Play – pool tables, table tennis</td>
<td>No charge</td>
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<tr>
<td>US&amp;L technician (consultation for specific needs recommended)</td>
<td>$50*</td>
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I HAVE READ AND UNDERSTAND THE STUDENT CENTER POLICIES REGARDING PROGRAMMING IN THE CATS DEN AND AGREE TO ABIDE BY THEM.

__________________________________________________________
SIGNATURE

________________________________
DATE
Cats Den Application for Use of Space

Department/Registered Student Organization: ________________________________

Date of Event: ________________________________

Event Contact Person: ________________________________

Event Time (Start – Finish): ________________________________

Contact Phone Number: ________________________________

Size of Event (175 capacity): ________________________________

Contact Email Address: ________________________________

Free Play during event for $50 (yes or no): ________________________________

Description of Event (be specific): ________________________________

How did you hear about the Cats Den subsidy program?

CATERING EXPENSES (student org. catering menu) Catering Delivery Time: ________________________________

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<tr>
<th>QTY</th>
<th>ITEM</th>
<th>UNIT $</th>
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TOTAL CATERING EXPENSE: ________________________________

US&L Technician (services & times needed): ____________________________________________

Supplies/Promotional Material: _______________________________________________________

Standard Room Set-up (yes or no; if no, attach diagram): ________________________________

Cats Den Approval: ________________________________

Student Center Approval: ________________________________

NOTES FOR STUDENT CENTER EVENT MANAGEMENT: