Memorial Hall Policies

Failure to comply with the following policies may result in the loss of reservation privileges:

- All events must be in compliance with Memorial Hall and university rules and regulations (i.e., university alcohol policy AR 6:4, sell/solicit 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](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/organization must be the user of the space and present at the event. (AR 9:1, AR 9:2)

- Governing Regulation, Part 1 (H) Use of University Facilities Kentucky Revised Statutes 164.160 and 164.200, respectively, grant to the Board of Trustees the power to receive, hold, and administer on behalf of the University, all types of property and to establish proper regulations for the government of same.

- By virtue of the above, 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.

- Memorial Hall is dedicated to the memory of Kentuckians who died in World War I, and no program shall be held in the building that doesn’t keep with the memorial spirit.

- 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.

- Memorial Hall staff is required when the inside of the building is used. Users of Memorial Hall will be charged an hourly fee of $35.25 to staff the facility. The fee will include the time requested by client and additional set-up and tear down for the event.

- 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.

- It is inappropriate to contact the sponsor of another event to negotiate use of space. Use of space is determined solely by the Event Management Office.

- Nothing is to be taped, tacked, or otherwise adhered to the walls, ceiling, drapes, or organ pipes. Painters tape or gaff tape is approved for marking on the stage. Confetti, glitter, streamers, and candles are prohibited in Memorial Hall.

- The sponsoring organization/department using Memorial Hall shall take proper care of the building and its equipment and shall be financially responsible for any damage resulting from abuse or neglect.

- Banners must be approved by the Event Management Office and hung by Physical Plant Division. Arrangements must be made in advance with the Event Management Office staff.

- If you experience technical issues with audio visual equipment, contact Audio Visual Services at 859-323-6455. If you cannot reach AV Services, please contact the Student Center Director's Office at 859-257-5781.

- Use of the piano and/or organ requires advance notice with the Event Management Office staff or by selecting the instrument in virtual EMS. By selecting this instrument, the requester accepts responsibility for any damage incurred by misuse or negligence.

- Food is prohibited inside the auditorium. Food and beverages may be served in the lobby with prior approval from the Event Management Office.
• The restrooms and stage are not accessible for persons with disabilities. If you need accommodations, arrangements must be made in advance with Physical Plant - Facility Services at (859) 257-8646.

• No parking on sidewalks or grass is permitted. Sidewalks may be used for unloading/loading only. The vehicle(s) must have an attendant.

• A 72-hour cancellation notice is required. To cancel your event, contact the Event Management Office staff. Failure to cancel within this time frame will result in staffing and/or service charges being assessed to the sponsoring department/organization.

• If the facility is being used as a rain location, the rain call must be made by 12 pm the day prior to the event. Rain calls for events occurring on Saturday, Sunday, or Monday must be made no later than 12 pm on the Friday prior to the event. Failure of the sponsoring organization/department to make a rain call by this deadline will result in staffing charges being assessed.

• Invoices are sent 30 days after event date from Physical Plant Division - Accounting. Payments should be made promptly after invoice is received. Prepayment is allowed but not required.

When the Amphitheater and/or front lawn is approved for use, outdoor event and tent policies also apply.

• Click here for the complete outdoor event policies and tent policies for the University of Kentucky. Event sponsors are responsible for knowing and following all policies.

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 Event Management Systems (EMS). 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.

Delinquent Payment Policy:
The University of Kentucky expects organizations to be responsible in their financial obligations to the University or any department or division thereof. I understand that payment is due within 30 days of the invoice date. Payments not received within 30 days are delinquent and will incur a $50 late fee, and the organization will be flagged in EMS and not be permitted to hold any campus event until the amount owed is paid. After unsuccessful collection efforts by UKPD, delinquent accounts over 90 days may be forwarded to an outside collection agency or attorney. The organization is responsible for all costs incurred to collect outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.