University of Kentucky Student Center Reservation Guidelines

- All events must be in compliance with Student Center and University rules and regulations. http://www.uky.edu/regs/gr.htm

- 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.

- Any food provided in the Student Center must be provided by U.K. Catering (257-1741) unless a specific exemption is granted by the UK Executive Director of Dining and the Student Center Director.

- The sponsoring organization/department is responsible for leaving the room in the same condition as when the meeting/event started.

- The Student Center can serve each group only to the extent that information is supplied to the Event Management Office. Please be accurate, complete, and timely in requesting room reservations, set-ups, and additional audio/visual equipment.

- Specific rooms requested will be assigned when possible, but Event Management reserves the right to make changes when necessary.

- Reservations and rooms are not to be used for ongoing, regularly scheduled classes, so that we may accommodate as many requests as possible. Any exception must be approved by the Director.

- 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.

- Meeting rooms will be in a standard set-up unless other arrangements are requested and approved in advance.

- 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 Student Center Director. (Reference - Governing Regulation Part I: Section N) http://www.uky.edu/regs/files/gr/gr1.pdf

- All use of printed, audio, visual, and electronic information in the Student Center must comply with U.S. Copyright Law and fair use standards. The reserving department or organization must provide proof of public viewing rights for any film or preview that is copyrighted to the Event Management Office prior to the event. Student Center Director’s Office can assist your organization with securing rights.

- All meetings/events must be in compliance with Fire and Life Safety Standards.

- A 24-hour notice on cancellations allows us to better serve all organization/departments.

Failure to comply with these policies and guidelines may result in the loss of privileges in the Student Center.

I have read and understand the aforementioned information, agree to abide by this information and assist the Student Center with compliance by my organization and other organizations:

All questions should be directed to the Student Center Director’s Office (859) 257-5781

SIGNATURE

PRINT NAME

ORGANIZATION / POSITION HELD

DATE