



Meeting & Event Policies

Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to code of conduct of published UK policies, rules, and regulations including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct.

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy [AR 8:3](#), tobacco policy [AR 6:5](#), university alcohol policy [AR 6:4](#), campus sales policy [GR:1,N](#), and 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>.
- All reservations must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Non-University groups or agencies may submit a facility use agreement with select facilities.
- Space assignments are at the sole discretion of the Event Management Office and are subject to change due to administrative priority.
- 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.
- 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.
- Food and catering must follow existing university contracts. Catering in dining facilities is restricted to UK Catering/Aramark (i.e., Blazer Dining, Kroger Field, Student Center, The 90, etc.). Coca-Cola is the official beverage company of the university. All university sponsored events must be in compliance with pouring rights provisions of the Coca-Cola agreement.
- Rooms are provided in standard setups unless advance arrangements have been made with the Event Management Office. Rooms must be returned to their original condition.
- No person may intentionally 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. Additionally, indoor events must have a minimum of 36" wide aisle must be maintained at all times during event, setup, and teardown to all entrances and exits.
- Requests for ongoing, regularly scheduled classes for credit should be scheduled directly with Enrollment Management.
- No parking on sidewalks or grass is permitted.
- Sponsoring organization and/or department must comply with [university brand standards](#) and [campus signage policy](#) including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards.
- Events should not be publicized, marketed or otherwise promoted until approval is received from the Event Management Office and the facility coordinator.
- Event sponsor is responsible for knowing and following facility/space policies for locations where activities will be held. Contact the facility coordinator of event location for building specific policies and procedures.

Cancellation Policy & Damage Assessments:

- Failure to cancel with a minimum of 72-hour notice to the [Event Management Office](#) and facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization.

- Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed to the sponsoring department and/or organization.
- Nothing is to be taped, tacked, or otherwise adhered to the walls, floors, ceiling, drapes, or organ pipes. Painters tape or gaff tape is approved for marking on stages. Confetti, glitter, streamers, and balloons are prohibited.
- Open flames and candles are prohibited.
- If the inside of a facility is used as a rain location, the rain call must be made by a mutually agreed upon time with the Event Management Office. Failure of the sponsoring organization and/or department to make a rain call by the pre-determined time may result in fees for staffing and/or services.
- Payment for services, staffing, and other event charges are due 30 days after the invoice date. If payment is not received within 30 days of invoice date, the sponsoring organization and/or department will be listed as delinquent and event reservations and requests will be placed on hold until balance is settled.

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 the [Event Management Office](#). 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.

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