



Tabling 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](#), 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>.
- 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 facility coordinator and are subject to change due to administrative priority.
- Use of tabling space at the University of Kentucky 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.
- The sponsoring organization and/or department is responsible for returning the approved outdoor location(s) to their original condition with entire area clean and all trash and debris removed.
- Amplified sound may be restricted in areas adjacent to academic buildings.
- Sales prohibited in the academic core including inside and outside White Hall Classroom Building.
- Tables are not provided for all locations. If a table is provided with your reservation it will be indicated on your attached confirmation letter. Departments and organizations may bring their own table(s) or rent a table through Physical Plant Division.
- 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.
- 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. Additionally, indoor events must have a minimum of 36" wide aisle must be maintained all at times during event, setup, and teardown to all entrances and exits. For outdoor events, a 16 foot path to all buildings must remain open during all times for emergency vehicle access.
- No parking on sidewalks or grass is permitted.
- If tent is requested, the proposed location must be preapproved by the Event Management Office. Tents for tabling may not exceed 16' x 16' and must follow university tent policies (Found in the Outdoor Policies at www.uky.edu/eventmanagement/keypolicies).
- 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.

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.
- 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.

Updated 9/2017