



Regulations Governing the Use of University Facilities by Registered Student Organizations

Regulation

In conformity with Article III of the *Code of Student Conduct: Rules, Procedures, Rights and Responsibilities Governing Non-Academic Relationships*, the following regulations regarding the use of University facilities by registered student organizations are established and published:

A. Use of University Facilities

1. Designated University facilities may be reserved for use by registered student organizations during periods of instruction for meetings and other non-commercial events related to the purposes of the organizations.
2. In instances where non-University persons have been invited to speak or perform, where outdoor facilities are being requested, or where the capacity of the facility being requested is in excess of 100 persons, the reservations shall be made on forms provided for that purpose. The form will show the organization's name, the name of the individual seeking the reservation, the general nature of the event, its date and time, the facility requested, the names of non-University persons invited to speak or perform, any special arrangements needed, and information required by the University officials responsible for the facility requested. (A list of University facilities and the persons responsible for these facilities may be found in AR 9:1. Specific procedures and regulations regarding the facilities may be obtained from the person responsible for reserving the facility.)
3. Reservations submitted under the provisions of Section A.2 above shall be made at least 48 hours in advance to permit proper scheduling and preparation for the event, except in unusual circumstances as determined by the Vice President for Student Affairs.
4. Reservations will be granted in order of application. Considerations of format, room size, and equitable distribution of special facilities may require adjustments.
5. University facilities may be reserved for use by a registered student organization only through officers designated on the application for registration or a member specifically authorized on the application.
6. A registered student organization, its officers, and any individual applying to reserve facilities on behalf of the organization are responsible for the condition of the facilities. The facilities must be used in a manner which is in compliance with Article III of the *Code of Student Conduct*, "Regulations Governing the Use of University Facilities by Registered Student Organizations" (AR

9:2), "Policy of the University of Kentucky Governing Speakers from Off Campus" (AR 9:1), and any other policies or regulations governing the particular facilities used.

7. Facilities reserved for use by a registered student organization may not be used by any other organization during the period of the reservation.

B. Open Discussion Area

The area west of the Alumni Gymnasium between Limestone Street and the Alumni Gymnasium is designated an open discussion area. In this area, any registered student organization may for a period not to exceed two hours conduct an open discussion or other program without complying with the reservation format stated above. None of the provisions of Sections A.2, A.3, and A.4 shall apply to the use of this open discussion area.

1. The registered student organization signed up for this area will be responsible for seeing that discussions and/or programs held there do not violate the *Code of Student Conduct*.
2. A registered student organization wishing to use the open discussion area must sign up for the area at least one-half hour prior to the time it wishes to use the area. If the request is for a time when the Student Center is closed, special arrangements must be made through the Office of the Director of the Student Center. All requests for the use of the open discussion area and the amplification equipment are to be made through the Office of the Director of the Student Center.
3. A registered student organization may sign up for the open discussion area for a second period not to exceed two hours if no other request for the use of the area has been received 30 minutes prior to the expiration of the original time period.
4. Discussions and/or programs must begin within 15 minutes after the assigned starting time. Failure to do so will forfeit the use of the area if another registered student organization wishes to use the area at that time. The provisions of Section B.2 regarding deadline for the signing up does not apply under this section.
5. The volume and direction of sound amplification equipment used in the open discussion area will be adjusted by the staff of the Student Center to reach no further than the audience present.
6. No registered student organization may sign up for the open discussion area more than 48 hours prior to the time it wishes to use the area.

C. Fund Raising on the Campus by Registered Student Organizations

Registered student organizations are permitted to use University facilities for fund raising when the specific use of the funds is non-commercial in purpose and when regulations governing the facilities requested allow for the charging of admission or other collection of money.

D. Posters, Handbills, and Notices

1. Non-commercial announcements may be posted on behalf of registered student organizations. Under no circumstances are announcements to be posted on any painted surface, in any classroom, or on any tree or shrub. Announcements shall indicate the name of the registered student organization on whose behalf the announcement is posted and the date posted. It shall be the responsibility of the registered student organization to remove all such announcements within three days following the program, event, or election to which the announcements are related.

2. No poster, handbill, or any other form of announcement may be posted in such a manner as to cause damage. No announcement may be written or painted upon any building, sidewalk, or other natural feature of the campus.
3. Members of the student body, faculty, and/or staff of the University may distribute on behalf of registered student organizations free-of-charge non-commercial announcements, statements, or materials at any reasonable outdoor area on the campus. Such distribution shall be consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of accosting individuals or by hawking or shouting is prohibited. Announcements or statements shall indicate the name of the registered student organization on whose behalf the distribution is made.

References and Related Materials

AR 9:1 Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies

Code of Student Conduct

Revision History

AR II-7.0-2: 9/21/1970

AR II-8.3-2: 7/1/1983

For questions, contact: [Office of Legal Counsel](#)