



Campus Event, Meeting, and Tabling Policy

Failure to comply with the following requirements may result in the loss of reservation privileges for any Event Organizer. Additionally, 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 this policy may be referred to the Office of Student Conduct.

All Events, Meetings, and Tabling on university property must comply with the following:

- 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 Office of University Events and are subject to change due to necessary maintenance or administrative priority.
- University of Kentucky facilities (indoors and outdoors) 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., Kroger Field, Gatton 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.
- Room/spaces are provided in standard setups unless advance arrangements have been made with the Office of University Events. Event Organizers are responsible for returning rooms/spaces to the original condition including removal of trash and debris and returning furniture and equipment to original placement and connections.
- 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.
- Amplified sound should be contained to the room/space approved for use. Sound should not be audible from adjacent rooms or inside adjacent buildings. Volume for events with music and sound should not be loud enough to cause pain or damage to attendee or participant hearing.
- 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. For outdoor events or events utilizing service providers, a 16-foot-wide path to all buildings must remain clear and open at all time for emergency vehicle access.
- Requests for ongoing, regularly scheduled classes for credit should be scheduled directly with the University Registrar at aca.classroom@uky.edu.

- 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 Office of University Events (Event Manager) and the Facility Coordinator.

For events and meetings in College Facilities, the following requirements also apply:

- 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.
- High use facility policies are listed here for your convenience:
 Campus Recreation & Wellness facilities: <https://www.uky.edu/recwell/facilities>
 Gatton Business & Economics building: <http://gatton.uky.edu/facilities>
 King Alumni House: <https://www.ukalumni.net/s/1052/18/interior.aspx?sid=1052&gid=1&pgid=320>

For outdoor events and tabling, the following requirements also apply:

- The proposed location of the tent must be preapproved by the Office of University Events prior to the event.
- Tents for tabling may not exceed 16' x 16'.
- Tents must be secured to prevent hazards. Approved securing methods include water barrels, stakes, or tent weights. Method used must be approved in advance.
- Tent dimensions, name of tent company, and method of securing tent (stakes, water barrels, weights) should be submitted with event request and require preapproval by the Office of University Events.
- The tent is subject to a compliance inspection by the University Fire Marshal's Office. A tent found not to be in compliance is subject to closure for usage.
- NFPA 701 for flame retardants (and must have label as such) or equivalent approval. (For classifications other than NFPA 701, documentation must be provided.)
- No hay, straw, shavings or similar combustible materials are permitted within the tent.
- At least one (1) five-pound all-purpose fire extinguisher (ABC) must be provided by the applicant.
- Electrical supply must be installed by a licensed electrician and inspected by a certified electrical inspector. The inspection sticker must be posted on the temporary panel.
- Cooking is not permitted within tent without prior authorization of the University Fire Marshal (via your Event Manager).
- Charcoals must be submerged in water before disposal.
- Open flames are not permitted without prior authorization from the University Fire Marshal's office (via your Event Manager).
- Comfort heating devices shall be pre-approved by the University Fire Marshal's office (via your Event Manager).
- Battery packs and generators require prior approval from the Event Management Office and should be supplied by an approved vendor.
- Tents must be erected to meet the manufacturer's specifications. This includes normal stability of the tent and resistance to wind.

- Support stakes must have end covers (caps).
- Anchoring ropes must be flagged to be recognizable.
- When the side flaps of tents are utilized, and the occupant load is 50 or more, two exits must be provided and identified with internally illuminated exit signs. In addition, emergency lighting is required.
- Aisles and exits must be maintained and free of obstructions.
- Tent must be wheelchair accessible.
- All pressurized cylinders shall be secure.
- When portable restrooms are provided, at least one (1) unit must be wheelchair accessible.
- There must be at least 10 feet of clear and unobstructed space between adjoining tents.

Cancellation Policy & Damage Assessments:

- Failure to cancel with a minimum of 72-hour notice to the Office of University Events and facility coordinator may result in staffing and/or service charges being assessed to the Event Organizer (Department, Student Organization, Community Group, etc.)
- 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 to restore to the original condition.
- 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 Office of University Events. Failure of the Event Organizer 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 Event Organizer will be listed as delinquent and event reservations and requests will be placed on hold until balance is settled.

For events with UK Police, the following requirements 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 Office of University Events. 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.