Meeting Room Policies

Failure to comply with the following policies may result in the loss of reservation privileges:

- All events must be in compliance with university rules and regulations (i.e., university alcohol policy AR 6:4, sell/solicit 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](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 or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2)

- It is inappropriate to contact the sponsor of another event to negotiate use of space. Use of space is determined solely by the Event Management Office.

- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances. This confirmation of reservation is contingent upon the user’s compliance with any such regulations.

- The sponsoring organization/department must take proper care of the building and its equipment and is responsible for leaving the room clean and in the same condition as when the meeting/event started. The sponsoring organization/department will be financially responsible for any damage resulting from abuse or neglect.

- Catering must be provided by UK Dining/Catering or an approved caterer. Any food provided in a dining facility (i.e., Blazer Hall, The 90) must be provided by UK Dining/Catering (257-1741) unless a specific exemption is granted by the UK Executive Director of Dining and Executive Director of the Student Center.

- The Event Management Office can serve each group only to the extent that information is supplied through the request. 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.

- Meeting rooms will be in an “As Is” set-up unless other arrangements are requested and approved in advance by the Event Management Office.

- A 24-hour minimum notice is required for reservation cancellations. Failure to cancel services booked may result in fees.

- Reservations are not to be used for ongoing, regularly scheduled classes. For recurring academic sessions, please contact the Registrar’s Office.

- Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner. In some buildings, easels or t-stands are available upon request for this purpose. Confetti, glitter, streamers, and candles are prohibited in meeting rooms.

- 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 Executive Director of the Student Center. (GR: I, N)

- All use of printed, audio, visual, and electronic information in meeting rooms must comply with U.S. Copyright Law and fair use standards. The sponsoring 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.
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 Event Management Systems (EMS). 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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