Outdoor Event 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.

- 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)

- Governing Regulation, Part 1 (H) Use of University Facilities Kentucky Revised Statutes 164.160 and 164.200, respectively, grant to the Board of Trustees the power to receive, hold, and administer on behalf of the University, all types of property and to establish proper regulations for the government of same.

- By virtue of the above, 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 Governing Regulations, Administrative Regulations, and University Senate Rules.

- Use of outdoor 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 is responsible for leaving the area clean and returned to its original condition. If the area is not returned to original condition or damage occurs, the sponsoring organization will be financially responsible for any damage and/or clean-up costs.

- A 48-hour minimum notice is recommended for reservations cancellations. Failure to cancel services booked may result in fees.

- Amplified sound is restricted in areas that surround academic buildings. Restrictions will be listed in the client’s confirmation letter.

- Prohibition on Blocking Entrances. No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny others their right of ingress to, egress from, or use of the building.

- No parking on sidewalks or grass is permitted. Sidewalks and approved grass areas may be used for unloading/loading only. The vehicle(s) must have an attendant.

- If you are unsure of policies, procedures, or regulations at the University of Kentucky, please contact the Event Management Office. This office is here to assist you in hosting a successful event.

*When a tent is requested for use the following policies also apply:*

- The proposed location of the tent must be preapproved by the Event Management Office prior to the event.

- 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 Event Management Office.

- 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.
**Tent policies (continued):**

- 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.
- Charcoals must be submerged in water before disposal.
- Open flames are not permitted without prior authorization from the University Fire Marshal's office.
- Comfort heating devices shall be pre-approved by the University Fire Marshal's office.
- 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 port-a-pottys 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.

**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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