Tabling 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)

- 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.

- 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.

- 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 tables or rent a table through Physical Plant Division.

- 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.

- A 48-hour minimum notice is required for cancellations. Failure to cancel services 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.

- If tent is requested, the proposed location must be preapproved by the Event Management Office, and sponsoring group/dept. is responsible for knowing and following all university tent policies (Found in the Outdoor Policies at [www.uky.edu/studentcenter/policies](http://www.uky.edu/studentcenter/policies)).

- 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. (Reference Governing Regulation Part I: Section N) [http://www.uky.edu/regs/files/gr/gr1.pdf](http://www.uky.edu/regs/files/gr/gr1.pdf)

- Use of printed, audio, visual, and electronic information on campus must comply with U.S. Copyright Law and fair use standards. All promotional materials must be in compliance with the Campus Signage Policy ([www.uky.edu/studentcenter/policies](http://www.uky.edu/studentcenter/policies)).
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.

*Updated 7/2015*