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**FACILITY POLICIES**

The University of Kentucky J. David Rosenberg College of Law engages in rigorous academic instruction by nationally-renowned faculty and commits to the success of its students while furthering its mission of enhancing the public’s understanding of legal issues and engaging in law reform. Although the College determines scheduling and operation, all appropriate [university rules and regulations](https://www.uky.edu/events/sites/www.uky.edu.events/files/Policies/Meeting%20Room%20Policies.pdf) apply at this location. In order for the UK Rosenberg Law facility to be utilized to the fullest advantage, the following policies and guidelines for operation have been established. Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to the [Code of Student Conduct](http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf) of published UK policies, rules, and regulations, including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct.  
  
**Reservation Process Policies  
  
*Reservations***

* All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy [AR 8:3](https://www.uky.edu/regs/ar8-3), tobacco policy [AR 6:5](https://www.uky.edu/regs/ar6-5), university alcohol policy [AR 6:4](https://www.uky.edu/regs/ar6-4), campus sales policy [GR:1,N](https://www.uky.edu/regs/gr1), and use of space [AR 9:1](https://www.uky.edu/regs/ar9-1), [AR 9:2](https://www.uky.edu/regs/ar9-2). 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>.
* Academic courses and programs of the UK Rosenberg College of Law shall receive priority over any other type of activity or event. Whenever possible, two weeks notice will be given when a reservation must be cancelled or moved.
* All reservations must be made by a university faculty or staff member, university department or an approved officer of a Registered Student Organization (RSO). The reserving individual, department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2).
* All reservation requests for meetings and events held by faculty, staff or Registered Student Organizations (RSO) must be made through the campus Event Management System (EMS) (<http://meetatbigblue.uky.edu>). Requests will not be accepted through any other methods and no group will be given permission to reserve space unless the reservation process is followed.
* Meeting requests must be made at least 48 hours in advance of the meeting.
* Event reservations must be made at least 2 weeks in advance of the event and no more than 365 days in advance of the event.
* Approval of all reservation requests are at the discretion of the UK Rosenberg College of Law. Your request will be considered, but there is no guarantee that it will be approved.
* All use fitting the university definition of an [event](http://www.uky.edu/events/faqs) must be approved by the [University Events Office](https://www.uky.edu/events/) (UE).
* In EMS, a 1st Contact is required on the reservation request form. The person named in that field is considered the designated point person for the activity/event and has full responsibility for the general care of the space during the time of the reservation.
* Any organization or department that holds an event in the facility agrees to follow the policies laid out in this document by virtue of holding the approved event.
* Either the 1st or 2nd contact person listed in EMS must attend the event or activity.
* Specific rooms requested will be assigned when possible, however the UK Rosenberg College of Law reserves the right to make changes when necessary.
* Any services to be provided in conjunction with the reservation must be requested at least 2 weeks in advance of the reservation. Fees for services may apply.

**Space Usage Policies**  
***Usage and Care of the Facility***

* 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 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.
* The sponsoring organization/department and specifically the assigned point person must ensure that all persons at the activity/event take proper care of the building and its equipment and that the room is left clean and in the same condition as when the activity/event started. This also includes ensuring that all catering equipment, trash and other materials have been properly removed and disposed of. The point person, not the caterer or other vendors, is responsible for the clean-up of the space.
* Rooms are provided in standard setups unless advance arrangements have been made with the facility coordinator. PPD trucking may be required at the cost of the sponsoring organization/department.
* DO NOT remove chairs or other furniture from a space or transfer chairs or other furniture from one space to another.
* DO NOT utilize any hallway space outside of your event or elsewhere without prior approval. This includes signs, check-in tables, etc.
* The sponsoring organization/department, and specifically the assigned point person, must report any damage to the facility which takes place during their reservation. The sponsoring organization/department is financially responsible for any damage resulting from abuse or neglect.
* The UK Rosenberg Law facility must be vacated before the reservation end time. It is the responsibility of the point person to ensure all items belonging to the sponsoring organization/department are removed from the facility. The UK Rosenberg College of Law is not responsible for any items left in the space.
* 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 maintain a minimum of 36” wide aisle during event, setup, and teardown to all entrances and exits.
* Sponsoring organization and/or department must comply with [university brand standards](http://www.uky.edu/prmarketing/brand-standards) and [campus signage policy](https://www.uky.edu/Graphics/SignagePolicy.pdf) 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 Event Management Office and the facility coordinator.

***Food and Drink***

* For events with catered food, PPD will be flagged for event cleanup. The sponsoring organization/department will be responsible for any costs associated with this service.
* It is the responsibility of the sponsoring organization/department, and specifically the assigned point person, to ensure that all food, drink, plates, cups, etc. are removed from the space and if a caterer is used, to ensure the caterer has removed their equipment from the space by the end of the reservation time.
* Catering must be provided by an [approved caterer](http://www.uky.edu/Purchasing/docs/catererslist.pdf).
* You may also order food delivery for drop off from any restaurant to the college.
* NO open flames are allowed in the facility under any circumstances except in the case of burners for catering purposes. If such burners are used, they must be attended to at all times. The sponsoring organization/department, and specifically the assigned point person, is responsible for ensuring that the burners are extinguished prior to leaving the space.
* The only space where alcoholic beverages may be served is the 3rd floor. However, pre-approval to serve alcohol MUST be obtained in writing at least 2 weeks prior to the reservation period.

***Cancellation Policy & Damage Assessments***

* Failure to cancel with a minimum of 72-hour notice to the facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization. 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.
* For events with UK Police requirements as determined by the University Events Office, the University of Kentucky Police Department (UKPD) must receive a notice upon cancellation of the event. If they do 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.
* 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.
* Nothing is to be taped, tacked, or otherwise adhered to the walls, floors, ceiling, etc.
* Open flames and candles are prohibited.

***Physical Access to Space***

* For events taking place after normal business hours (5:00 pm), please make arrangements with the facility coordinator to be sure you have access to the space.