

# THE UNIVERSITY OF KENTUCKY GUIDELINES FOR EVENT PLANNING

The Dean of Students Office requires compliance by a registered student organization with the following guidelines. The ability of a registered student organization to sponsor an event and the continuing registration of the organization by the University is contingent upon compliance. The Dean of Students Office is responsible for any disciplinary action resulting from a violation of these guidelines.

## **To Sponsor an Event**

1. A student organization must be registered with the designated Office of Student Involvement. Information is available for organization registration in the Office of Student Involvement, 106 Student Center, and at OrgSync.com. Non-student events should adhere to the same criteria as student events for time, noise, alcohol and miscellaneous guidelines.
2. If an outdoor campus facility is to be used, a reservation must be approved by the Executive Director of the Student Center. Forms are available in 209 Student Center or online at <http://iweb.uky.edu/VirtualEms/>.
3. The sponsoring organization(s) and the contracted venue are jointly responsible for control of admissions and for the conduct/behavior of persons attending events. Admissions for some student events may be limited to UK students, faculty and staff. UK identification cards may be checked prior to admission.
4. All events must be in compliance with University of Kentucky Administrative Regulations 9.1 and 9.2 and must not interfere with the academic mission of the University.

## **Time**

1. Events shall end by 12:00 a.m. on Sunday through Thursday and by 1:00 a.m. on Friday and Saturday.

## **Noise**

1. Sponsoring organizations are held responsible for the noise level at events. Noise levels may be dictated by University officials, local ordinances and/or state laws.
2. Organizations sponsoring outdoor events with amplified music must adhere to the local noise ordinance.

## **Alcohol**

1. All events must comply with the University of Kentucky Alcohol Policy as well as state and local law.
2. For events serving alcohol, an insured, licensed, third-party vendor must be hired by sponsoring organizations.
3. Events or activities must be ticketed or they must be closed to all but members of the sponsoring organization and guests.
4. The sponsoring organization and the contracted vendor must take steps to identify members and guests of legal drinking age, including the check of an officially issued state or federal identification.
5. Direct or indirect purchase of alcoholic beverages by sponsoring organizations is not permitted.
6. Alcohol must not be sold, directly or indirectly, by sponsoring organizations through any means, such as tickets, admission charges or donations.
7. Transportation alternatives should be provided by the sponsoring organization for members and guests.
8. Advertising the presence of alcohol and/or encouraging the use of alcohol is not permitted in event promotions.
9. Non-alcoholic beverages and food items are to be served and conspicuously displayed.
10. Alcohol must not be the focus of membership recruitment activities for registered organizations.
11. The consumption of alcohol or drugs for the purpose of initiation or affiliation with an organization is not permitted.

## **Miscellaneous**

1. Sponsoring organizations may be required to provide security measures or security personnel for events, if deemed necessary by the Dean of Students or the Executive Director of the Student Center. Security personnel used on campus must have the approval of the UK Police.
2. Sponsoring organizations are responsible for arranging the cleaning and restoring of premises and adjacent areas to original condition immediately following the event.

***Requests for exceptions to these guidelines or requests for clarification should be addressed to the Dean of Students (513 Patterson Office Tower) or the Executive Director of the Student Center (209 Student Center).***

*Updated 8-6-2014*