

The following are the terms for requesting event/facility reservations at  
Kentucky State University.

Submission of your event/facility request reservation means you have read and agreed to these terms.

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By submitting an online \_\_\_\_\_ (form), you are indicating that you have read, understood and agree with the items listed herein.

University Departments, Divisions and Units, as well as Registered Student Organizations (via their advisors) and alumni may \_\_\_\_\_ the use of campus facilities and/or other venues for \_\_\_\_\_ on Kentucky State University's campus using this online submission form process.

- \_\_\_\_\_ first contact Public Engagement and Community Outreach for information on the contractual process and rates. Any \_\_\_\_\_ who submits an \_\_\_\_\_ will not be processed if you wish to request an event/space for your organization. Rather, if you are an \_\_\_\_\_, please \_\_\_\_\_ with (502) 597-6063.
  
- \_\_\_\_\_
  - This submission just begins the reservation process through the Auxiliary Services office.
  - Your submission \_\_\_\_\_, but simply serves as a

If your EVENT involves refreshments you are REQUIRED to contact the Kentucky State University dining partner as they have first right of refusal.

- *Hosting an event on campus that involves refreshments without first getting a response from our dining partner will be considered a breach of contract.*
- *If our dining partner is able to accommodate the event, they notify you in writing and will also provide a copy of this notification to Auxiliary*

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- \_\_\_\_\_ must be submitted online at least two weeks ahead of the scheduled first day.
  - \_\_\_\_\_
- Select the date/time and venue of where you would like your \_\_\_\_\_ to occur and create a list of the date(s)/time(s) and venue(s) of where you would like your \_\_\_\_\_ to occur so that you can simply 'copy and paste' the information in the \_\_\_\_\_
  - \_\_\_\_\_ venue locations for events. \_\_\_\_\_ peak times of the year, we recommend that you list the \_\_\_\_\_ locations.
  - Listing a second (acceptable) option will also increase the chance of your event being accepted/approved – especially for venues/dates where there already are several events being requested (e.g. if your \_\_\_\_\_ has already been reserved for another event, providing a second location could increase the chance of the event being approved.).

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- **All organizations are required to clean the facilities used for scheduled \_\_\_\_\_ immediately following the end of the \_\_\_\_\_ or be prepared to pay for janitorial services.**
- **special** (i.e., microphone, podium etc.) needed for Bradford Hall, Hill Student Center or elsewhere \_\_\_\_\_ on the Facility/Event Reservation Form.
- ALL events that involve the need for food to be served \_\_\_\_\_ involve contacting the Kentucky State University dining partner (as they have first right of refusal).
  - If our dining partner is able to accommodate the event, there \_\_\_\_\_ be at least two to four weeks between the date of the event and when the requisition and PO are complete.
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- Designated University facilities may be reserved for use by Registered Student Organizations (RSOs) via their advisors, Faculty/Staff and alumni during the Regular Academic year, Intercession and Summer Session for Events related to the purposes of the organization. The Director of Student Life will coordinate the registration of all Student-sponsored Events in accordance with established procedures.
  - \_\_\_\_\_ . The Advisor will be considered the Responsible Party for maintaining the condition of the facilities. The facilities must be used in a manner consistent with all regulations, policies and guidelines governing Student life.
  - Facilities reserved for use by an Advisor for a RSO may not be used by any other organization during the period of the reservation.
  - No Student-sponsored Event will be scheduled during the week of Homecoming nor within one week of final examinations nor except those which are considered a part of the Commencement activities unless approved by the Director of Student Life Center and the Vice President for Student Affairs.
- The following facilities may be utilized on a reservation-only basis (list the choice as \_\_\_\_\_ and then in the comment section, include the area/detail of where you want to have the event):
  - Intramural fields and other campus athletic/recreational areas
  - Parking lots
  - Residential areas and/or residential buildings
- \_\_\_\_\_

The “Flex Area” does not include the “Food Court” space.

  - The “Food Court” space is reserved for the dining partner/Auxiliary Services in order to provide dining space for students during meal times and during other dining events hosted by dining partner/Auxiliary Services.
  - The “Flex Area” in the Hill Student Center consists solely of the open-space (hallways) that immediately surrounds the “Food Court”, but does not include the “Food Court”. Therefore, if you are reserving the “Flex Area”, you will need to request tables/chairs as the tables/chairs in the Food Court are not to be removed for use in the “Flex Area”. Questions? Please contact the Auxiliary Services Director listed on our website or send us an email at FacEvtntReserv@ksu.edu with the subject line “Flex/Food Court”.
- \_\_\_\_\_

In previous online submission forms, Room 311-Student Center, was listed.

  - As of August 2019, Room 311 in the Student Center is no longer available as a space to reserve/request.
  - Therefore it is no longer an option to select on the Event/Request/Reservation form. Thank you for your understanding.

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If your event has been approved for Bradford Hall (the large Auditorium or the Little Theatre) you send an email immediately to [donna.carter@kysu.edu](mailto:donna.carter@kysu.edu) indicating your technical and/or audio visual needs (i.e. mics, projections, etc.) for your event. The contact phone number is 502-597-6497.
- The individual responsible for reserving a particular facility or area, or his/her designee, must be present when the facility or area is being utilized pursuant to the reservation.
- If the Vice President for Student Affairs or his/her designated representative believes that a facility is

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