

POLICY STATEMENT AND GENERAL INFORMATION GOVERNING USE OF
COLLEGE OF AGRICULTURE CONFERENCE FACILITIES

In order that the conference facilities may be utilized to the fullest advantage, the following policy statements and information governing their use have been prepared for your information.

1. The responsibility of general administration and supervision of the conference facilities is assigned to the Director of Management Operations, College of Agriculture.
2. Seay Auditorium will be scheduled for groups of 100 or more. The Seay Auditorium will seat 497.

While preference may be shown for the location desired, it may be necessary that a change be made from the preferred facility to another in order to utilize the facilities more efficiently or to avoid conflict in scheduling.

3. The use of the College of Agriculture conference facilities is reserved for serving the educational purposes of the University sponsored programs. The following statements of priority of use shall apply.
 - A. Programs sponsored by the faculty, staff and students of the College of Agriculture shall receive first priority. Even though the facility has been scheduled to other groups, we retain the privilege of canceling for a College of Agriculture event only if the situation warrants.
 - B. Reservations by the faculty, staff and students of other colleges within the University and official organizations of the University shall receive the next priority.
4. No reservations shall be accepted more than 4 months in advance.
5. All requests for the use of the conference facilities are to be submitted on the appropriate forms. No reservations will be accepted by telephone.
6. No food or drinks are to be taken into the Seay Auditorium area.
7. Alcoholic beverages are not allowed.
8. The person in charge of each group is expected to assume responsibility for the general care of the facilities during the time reserved.
9. The University of Kentucky and its employees shall automatically be freed and relieved from all personal liability arising from any accident, injury or damage whatsoever caused, including loss of/or damage to personal property, while on said premises.
10. Management Operations is not liable for equipment, supplies, etc., brought to the facility to be used for the scheduled event.
11. The facilities shall be vacated as soon as possible after activity has ended.
12. In the event it is necessary to cancel a reservation, this office should be notified at the earliest possible date. If accommodation changes are needed, 48 hours notice must be given.
13. No group will be given access to the facilities unless appropriate reservation forms have been completed, approved and filed in the office of Management Operations.
14. Routine maintenance and custodial services required will be the responsibility of the University and like all other campus facilities will be subject to the same University rules and regulations. Groups that may require additional services or equipment not included in the normal regulations of the building must bear the expense and assume the responsibility for the arrangements for these additional services unless other arrangements have been agreed upon.
15. The public address system shall be operated by College of Agriculture personnel. An operator is available from Management Operations, College of Agriculture, at a cost of \$12.00 per hour for functions from 8:00 am – 5:00 pm. The same hourly rate will apply for attendant required while meeting or event is being conducted. Management Operations labor used to set up equipment such as chairs, tables, etc. will be charged at a rate of \$25.00 per hour.
16. A conference facility maintenance fee of \$50.00 will be charged.
17. An admission charge is not allowed for any event conducted in these facilities.
18. These conference facilities are not reserved for scheduled classes. Classrooms are scheduled by the Registrar's office.