

EVENT AND SPACE RESERVATION GUIDELINES

EASTERN KENTUCKY UNIVERSITY



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WELCOME TO THE CAMPUS BEAUTIFUL

Thank you for considering Eastern Kentucky University (EKU) for your upcoming event. As the home of the iconic Campus Beautiful, EKU's campuses are nestled in the heart of the Commonwealth. Our Richmond campus boasts of event locations ranging from historic properties and modern venues to outdoor rustic locations and indoor spaces. In addition, EKU has additional event options at our Corbin Campus and Manchester Campus. This guide is to provide information about the many ways we can serve your next event.

This is a living document and will be modified according to the needs of the University.



EVENT AND SPACE RESERVATIONS GUIDELINES

SCHEDULING TERMINOLOGY

SCHEDULING TERMINOLOGY

Event Request

Formal submission made by an individual or group to secure the use of a specific room, venue, or area for a planned event or activity using the Event Form in 25Live. It typically includes details such as the date, time, purpose of the event, expected attendance, setup needs, and any required resources. The request allows the managing organization to review availability, assess requirements, and determine whether the space can be confirmed, placed on hold, or declined.

Tentative

Client has submitted a Reservation Request. The event is pending review by an EKU Event Specialist.

Hold

Client has been contacted and the event approval is in process, also the date is held until confirmed or declined/withdrawn.

Confirmed

Confirmed responses are used whenever the request is valid and complete. If an event is CONFIRMED and appropriate to publish to the featured University Calendar, the "Featured" event category should also be assigned to the event.

Withdrawn

Client withdraws a Reservation Request after consideration.

Decline

Client submits a request and after review, EKU declines to host their event (ex: violation of state or federal law).

Cancelled

Cancelled responses are used when the event request is deemed unable to schedule, either due to scheduling/availability conflicts, setup conflicts, failed deliverables by client, or resource availability.

Closed Out

This occurs once the client's event has ended and all outstanding financial obligations have been paid in full.

Documented Expenses

Costs related to an event that must be supported with proof, such as receipts, invoices, or other written records.

Recruitable Event

A Recruitable Event is utilized to engage potential ECU students. For event rental, the definition of Recruitable Event is set by Enrollment Management and is defined as an event that:

- has admissions and or enrollment involvement;
- utilizes Slate as the system of record (CRM) must be used to collect participant information;
- does not charge a participation or usage fee;
- one (1) facet of the event must specifically recruit to the university not just the college/program (exception: if it is an admitted student event); and
- attendees are enrolled in high school.

EVENT AND SPACE RESERVATIONS GUIDELINES

ELIGIBLE CLIENTS

Eligible Clients

We are ready to host your event whether you are an internal university client or an external client wanting to host your event with us. We define clients as:

Internal Clients

The Internal Client shall be the client of record for the event and is the responsible party. Internal Clients shall not rent campus facilities on behalf of parties that would otherwise be External Clients. Internal Clients are:

- ECU Employees: Individuals reserving a space in their official capacity as an ECU employee
- ECU Registered Student Organizations: This includes Voluntarily-Affiliated Student Organizations (VSOs), Sponsored Student Organization (SSO), and Non-Affiliated Student Organizations (NSO).

External Partnership Clients

External Partnership Clients is defined as a non-university individuals, groups or organizations partnering with a university approved academic department or college, student organization or administrative office or unit to use campus facilities and/or outdoor space for purposes within the mission of the University.

- ECU Partner-Approved from a list Costs related to an event that must be supported with proof, such as receipts, invoices, or other written records.
- ECU Corporate Partner/Friend of the Center
- ECU Naming Right Partner
- ECU Academic Partner
- ECU Athletic Partner
- Recurring Annual Clients
- Arlington Membership Rate

External Clients

- Not-for-Profits
- Civic Organizations
- Private Businesses
- Commercial Entities
- Private Individuals
- Any organization (including those listed under Internal Clients and External Partner Clients) that is charging an entry or ticket fee for an event is considered an External Client.

Client Responsibilities

- Client shall be responsible for all persons admitted to attend the Events. Client shall ensure that all patrons, guests, and persons respect the rights of other patrons, guests, and persons in other ECU facilities and shall ensure that all activities conducted in the licensed facility are done so in a considerate and courteous manner. Client shall ensure that no attendees/guests enter any locations that are not approved via their contract. Unapproved access to the playing surface/team areas shall result in a monetary fine for the Client equal to the current rental cost of the playing surface/team areas.

EVENT AND SPACE RESERVATIONS GUIDELINES

SPACE USAGE

Space Usage

Spaces vary in type with rules and regulations specific to the uniqueness of those spaces. While this is not exhaustive, it is a summary of the categories offered. We will find the perfect event space for your conference considering the nature of your conference, number of guests, audiovisual and tech needs.

- Classrooms
- Auditoriums/Theater
- Banquet/Reception Venue
- Conference Venues
- Athletic Venues
- Outdoor Venues
- Labs

Defined Spaces

Space Categories

- Standard Spaces

Standard spaces are general-use areas available for campus or community events. These typically include classrooms, meeting rooms, and multipurpose spaces equipped with standard furnishings and basic audiovisual capabilities. Standard spaces are not staffed.

Specialized Spaces

Premium spaces are high-profile or specialized venues that offer enhanced amenities, larger capacity, or unique features. Examples include auditoriums, ballrooms, performance halls, athletic facilities, and event centers. Premium spaces often include advanced technology, upgraded furnishings, or dedicated event support. Examples include:

- Alumni Coliseum
- Academic Atriums (Business, Science)
- Arlington
- Brock Auditorium
- Center for the Arts
- Elmwood Estate
- Keen Johnson
- Kit Carson Commons
- O'Donnell Auditorium
- Perkins Building
- Rick Erdmann Olympic Sports Training Center

- Roy Kidd Stadium
- The University Club at Arlington
- Stratton Cafe
- Posey Auditorium
- Powell Building
- Ravine

Usage Based Spaces

Academic Space

Academic spaces are instructional areas primarily designated for teaching, learning, and university-related programs. These spaces may include classrooms, lecture halls, laboratories, and seminar rooms. Use of academic spaces for non-academic events is typically secondary to instructional scheduling and may require approval through Academic Affairs or the Registrar's Office.

Technologically Advanced Space

Tech rooms are specialized spaces designed for events or instruction requiring advanced technology. These may include computer labs, hybrid meeting rooms, or classrooms with integrated conferencing systems. Reservations may require additional approval or technical support.

Catering Space

Spaces designed to accommodate food service, including those with access to kitchen facilities, prep areas, or catering staging zones. These may include banquet rooms, multipurpose event halls, or lounges. Food service in other spaces may be restricted or require prior approval.

Outdoor Space

Outdoor areas available for events such as festivals, ceremonies, athletic gatherings, or social activities. These spaces may require additional planning due to weather, sound, and setup needs. Use of outdoor spaces is subject to approval for tenting, amplified sound, and catering.

Athletic Space

Facilities intended for sports, recreation, and fitness activities. These venues often include specialized flooring, equipment, and safety requirements. Reservations typically require coordination of Campus Recreation to ensure appropriate supervision and facility preparation.

Theatre and Music Space

Specialized performance venues designed for rehearsals, concerts, theatrical productions, and other performing arts events. These spaces often include stage lighting, sound systems, acoustic treatments, and backstage or dressing room areas.

Lodging Spaces

Lodging spaces provide short-term accommodations for guests, visiting faculty, conference attendees, or participants in camps and special programs. These spaces are managed separately from student housing and are intended for temporary stays rather than long-term residence.

EVENT AND SPACE RESERVATIONS GUIDELINES

EVENT RESERVATION

Event Request Submission

- Submit event requests through the **25live** at **20 business days** prior to the event date.
- Include the following information:
 - Event title and description
 - Organizer's name and contact
 - Preferred date(s) and time(s)
 - Venue(s) requested
 - Expected attendance
 - Technical and logistical needs
 - Any external vendors or VIP attendees

Initial Review and Conflict Check

- The Conferencing and Events Department reviews submissions within **3 business days**.
- Conflicts with academic scheduling or other events are identified and resolved.
- Preliminary confirmation or request for modifications is sent to the requestor.

Event Approval Process

- Conferencing and Events Department obtains input from relevant stakeholders (Facilities, Security, IT, etc.).
- Large-scale or high-profile events (e.g., over 200 guests, external dignitaries) require committee review.
- Upon full review, an **Event Approval Notice** is issued via 25live.
- All Resource requests are subject to availability.

Coordination and Planning

- An Event Coordinator is assigned.
- Planning meetings are scheduled with stakeholders as needed.
- Event Requestor submits:
 - Finalized agenda
 - Vendor insurance and contracts (if applicable)
 - Room setups and equipment requests

Execution and Day-of Support

- Facilities and IT ensure venue setup and technology readiness.
- Security and Parking enforce event access and traffic support (as needed).
- The Event Coordinator is available on-call for troubleshooting.

Post-Event Procedures

- Event Requestor submits Post-Event Report within 5 business days, including:
 - Attendance numbers
 - Any incidents or concerns
 - Feedback and improvement suggestions
- Events Department logs report and follows up with stakeholders.
- Internal are not permitted to negotiate the use of campus facilities and/or outdoor space with external organizations except through the Office of Conferencing and Events.

Blackout Dates

- Institutional Events

Certain historical EKU events may take precedence over the above priority of scheduling.

These historical events include the week of:

- Big E Welcome
- Commencement
- Convocation
- Homecoming
- End of Semester Surplus
- University Holidays and University Closures

Events will not be scheduled on official University holidays and University closures without prior approval from the Office of Conferencing and Events.

EVENT AND SPACE RESERVATIONS GUIDELINES

EVENT EQUIPMENT RENTAL

Tables and Chairs

Tables and chairs will only be delivered and picked up on campus between the hours of 6:30am and 2:30 pm Monday through Friday. No pick up or delivery will be scheduled outside of these hours, unless prior approval is obtained from an Event Specialist.

Internal groups

Lost Inventory

The event organizer is responsible to return to the pickup and delivery team the full rented inventory. The event organizer's organization code will be charged for any lost inventory.

Damaged Inventory

The event organizer is responsible to return the inventory as it was rented. Any damaged inventory, regardless of the reason for the damage, will be charged to the event organizer's organizational code.

External groups

If not included in the rental agreement, the rental rate for a table is \$5.00 a table and a chair is \$4.00.

Tent Rentals

- Pop Up Tents
 - Conferencing and Events have pop-up tents available for rent by internal and external groups.
 - Any damage or lack of returning will result in a replacement fee.
- Event Tent Rental-Event Tent locations must be approved by ECU Facility Services prior to any stakes being driven. Use of tents are subject to weather/safety restrictions. Event Tent usage is available at select locations:
 - Arlington-Tent requirement when the number of attendees extends past the capacity of the Mansion or Mule Barn (whichever is rented).
 - Central Kentucky Tents and Events-EKU requests for tents must be submitted at least four weeks before the event date.
 - Center for the Arts
 - Colonel Club Tent (Maroon); (2) 20x60 White Tents
 - Football Season Blackout
 - Charge All Clients

China and Linens

- To Be Updated in February 2026

EVENT AND SPACE RESERVATIONS GUIDELINES

Multi-Media Services

MULTI-MEDIA SERVICES

All audio-visual needs must be processed through EKU event representatives including bands and DJs. The Conferencing and Events staff will determine the number of staff and equipment needed for each event. Rates may vary and are dependent upon the size and nature of the event.

- Audio-visual needs must be submitted 20 business days in advance.
- In the event the requested equipment is not available or outside our normal provisions, outside organizations may be used to provide equipment and staffing.
- A University representative must be on site for installation of all audio-visual equipment brought in by an outside organization.

Technological Specifications

- Most rooms on campus are equipped with technology for presentations and/or sound using an HDMI cord and/or a 3.5mm Auxiliary Cable. We do not provide groups/organizations with any adapters to hook-up their personal devices with.
- Additionally, the technology provided in the room(s) and/or space(s) is supported by the EKU IT Department, should equipment fail or stop working during your reservation, there is no guarantee that it can be fixed/replaced during your reservation.

Copyright Compliance for Movies and/or Audiovisual Materials

- Movies and other audiovisual materials are protected by copyright law. When you purchase, rent, or stream a movie, you obtain a copy of the work, but not the rights to publicly perform it. Viewing a movie privately is permitted; however, showing it to a group, whether on or off campus, without proper licensing constitutes a copyright violation.
- To show a movie and/or audiovisual material as part of an event, groups/organizations must obtain Public Performance Rights. This license is not included with standard rentals or streaming services such as Netflix, Hulu, or Amazon Prime. Licenses must be purchased through authorized distributors. EKU works primarily with SWANK Motion Pictures to secure these rights. The cost of licensing a movie generally ranges from \$700 to \$1,000, depending on the film and its release date.
- EKU considers unlicensed public performances a serious violation of university policy and federal law. All groups/organizations are required to provide proof of licensing before your reservation request will be approved. This policy applies to all locations, including off-campus events hosted by recognized groups/organizations.
- Failure to comply with this policy may result in, but is not limited to, denial of future reservations, referral to the Office of Student Conduct and Community Standards, and/or additional university sanctions.
- EKU Libraries subscribes to resources that automatically come with Public Performance Rights, for more information on how to access these databases click [HERE](#).

INTERNET ACCESS

EKU offers two ways for guests to access the internet for events.

- ECU Guest Network (eku_guest)

This wireless network allows users who are visiting campus to have a mechanism to get online. It doesn't require a username/password to connect but does have lower speeds and the authentication process is a pop-up window and must be repeated every 8 hours or so. Great for short term needs or folks visiting ECU.

- Bring Your Own Device (eku_byod)
- This wireless network is special and created to help folks connect devices that don't easily support the mechanisms behind eku_secure and eku_guest. To connect to this network, you will need to login to <http://byodportal.eku.edu> and add an entry for your device. Full Instructions for this process are here - <https://it.eku.edu/byod>.

EVENT AND SPACE RESERVATIONS GUIDELINES

Tabeling

TABLING

Tabling refers to the act of setting up tables or other structures on campus for the purpose of distributing information, exchanging ideas, or engaging in expressive activities. It is governed by specific policies and guidelines to ensure safety, accessibility, and compliance with university regulations.

- Tabling Eligibility
 - Internal Clients and External Clients
 - Campus tables must be reserved using the 25Live Scheduling System, and may be reserved for use only by registered student organizations, registered sororities or fraternities, or university departments.
 - A representative of the sponsoring organization must be physically on site at the table for the duration of the reservation.

EVENT AND SPACE RESERVATIONS GUIDELINES

Event Cancellation

EVENT CANCELLATION/RESCHEDULING

- The University will attempt to honor reservations for campus facilities and/or outdoor space, but reserves the right to cancel, delay or reschedule all activities, events, academic or non-academic classes, scheduled through University Conferencing and Events, due to unforeseen circumstances.
- The University is not responsible for any costs or damages suffered by the Group as a result of such change or cancellation.
- A reservation submission may also be canceled due to failed deliverables by the Client (contract/proof of insurance/payment) during the designated timeframe established by the University's policies regarding the scheduling of university facilities.
- For cancellations made fewer than 30 calendar days before the Event Date, Group shall forfeit its \$100 or 25% deposit.
- For cancellations made fewer than ten (10) calendar days before the Event Date, Group shall also be charged a cancellation fee of 50%, which shall be paid to the University within 30 calendar days of the invoice date.
- Clients will be responsible for all documented expenses regardless of the timeframe in which their event is canceled. This includes internal (non-paying) groups.

EVENT AND SPACE RESERVATIONS GUIDELINES

Advertisement/ Sponsorship

ADVERTISING/SPONSORSHIP

- Clients may not use the logos, indicia, or trademarks of the University without the prior written consent of the Office of Communication and Brand Management.
- Clients may be asked to submit a list in writing of any proposed sponsors for the event subject to university approval.
- Facility license policies and procedures are subject to change at any time.

EVENT AND SPACE RESERVATIONS GUIDELINES

Payments

Deposit Schedule

External Groups are required to provide a 25% deposit to hold the required space for the fee for agreed services will be billed after the event and payment is due within 30 days the amount will be applied to the bill upon completion of the event.

Rental Pricing

EKU services a broad audience of individuals for space. In addition, rental pricing goes beyond the cost of space, it also includes tech needs, staffing needs, insurance needs to name a few. For a complete list of rental prices, see Addendum D.

Tax Exempt Status

Clients that are tax-exempt organizations, persons or entities must provide a tax-exempt ID number on the ECU Reservation Request Form. Organizations, persons, or entities that are not tax exempt will be charged the current required tax rate.

- Outlined in contract
- Tax removed in final contract
- Look into Jaggaer

EVENT AND SPACE RESERVATIONS GUIDELINES

Catering and Food Service

Food Service is a critical part of almost all events. We are pleased to offer a range from casual fare to fine dining.

Catering

EKU allows external caterers as long as they have completed the correct Procurement forms and have been approved by the appropriate staff.

Onsite Food Service Vendor

Aramark is the food service vendor for ECU Facilities including Case Dining Hall and Stratton Dining Hall.

Concessions

All concessions shall be handled by Aramark Dining. Any alternate concession arrangements shall be made with Aramark Dining.

Beverages

EKU allows non-alcoholic and alcoholic beverage services through approved caterers.

- All alcoholic beverages must be provided by the caterer who is providing food service.
- The advertisement and sales of soft drinks and bottled water in all University facilities, is limited to products of Coca-Cola Company and the Ale-8 Company. Other beverage vendors may not be sold or advertised at rented events.
- Any beverages of the Client's or a caterer's choice may be served at any events but, again, may not be sold or advertised.

Food Trucks

- Policy coming in February 2026

EVENT AND SPACE RESERVATIONS GUIDELINES

Lodging Accommodations

Lodging in EKU Housing

When a client requests housing as a component of their time on campus, they shall coordinate with Conferencing and Events (even if hosted by another University unit). See Addendum C for full details on organizing lodging in EKU Housing.

Overnight Stay in Non Housing Locations

- Events contracted for after curfew hours, must be outlined in the contract.
- EKU Premium Spaces may not be used for overnight accommodations.
- Events that go beyond the EKU event curfew of 11:59pm, Clients are charged \$200 for every hour over.

Checkin

- University Housing has a standard check-in time of 3:00 p.m. – 5:00 p.m. and a standard check-out time of 8:00 a.m. – 11:00 a.m.
- Late arrivals or late check outs will not be accommodated unless pre-approved in writing by University Housing.

Accommodations

- University Housing facilities include two single beds, two desks, waste receptacle, two chairs, two closets, one small mini refrigerator and a phone line (phone not provided) in each room.
- No room shall have more than two occupants unless prior approval has been received in writing from University Housing.

Linens

- The University does not provide linens.

Kitchens

- University Housing closes all residence hall kitchens to summer camps, conferences, and programs.
- The kitchens within residence halls are designed for individual student usage and are not commercial kitchens.
- Group is not guaranteed exclusive use of University facilities or residence hall at any given time and can expect to share living and common areas with other conference attendees, unless expressly approved in writing by University Housing in advance of Event. This includes the possibility of minor and non-minor groups using residence hall space simultaneously.

Supervision

- Group supervisors and/or staff must be present in University facilities and residence halls when participants are and must be available to help University's staff if there is a problem in the Housing facilities.
- Group supervisors and/or staff must leave a contact phone number at the front desk of the residence hall so they can be reached if a problem does arise.
- In the evening, Group supervisors and/or staff must walk the floor or floors your group is staying on to ensure everyone is accounted for, safe, and there are no problems.

Vandalism, Maintenance or Medical Concerns

- If a problem in the residence hall such as vandalism, maintenance, or medical situations, the Client shall notify the residence hall front desk immediately.
- University is not responsible for lost or stolen items.
- Group supervisors will inform all Group participants regarding this waiver of liability and advise participants to secure renter's insurance.

Identification of Housing Residents

- Group shall provide University Conferencing and Events a list of the names, gender, and ages of participants of the Group no later than ten (10) days prior to the Event Date.
- This list must be updated as numbers of participants change.

EVENT AND SPACE RESERVATIONS GUIDELINES

Parking

PARKING

The Client shall comply with all University parking regulations and rules. For events:

- No dedicated or reserved parking spaces are available to Client unless outlined in the contract.
- For those visitors arriving without a Client reserved lot, visitor parking is available online. Visitor permits are \$5 per day and allow you to park in Alumni Coliseum. There are also paid parking spaces available at various locations for short-term parking through the ParkMobile App. Pay to park is enforced 24 hours a day, 7 days a week.
- Clients may not charge for parking unless written consent from EKU.
- Parking fees assessed by Parking and Transportation may apply Monday through Friday 7:00 am to 7:00 pm.

EVENT AND SPACE RESERVATIONS GUIDELINES

Camps and Minors

CAMPS

Eastern Kentucky University hosts both internal and external camps throughout the year. All camps must be reserved at least six (6) months in advance.

HOSTING MINORS

Keeping our youngest guests safe is a priority for us at Eastern Kentucky University. If a group is hosting minors (0-17) and EKU is hosting them:

- Medical Release
- Photo Consent
- Interaction with minors
- Background check-staff and volunteer

EVENT AND SPACE RESERVATIONS GUIDELINES

Insurance

INSURANCE AND INDEMNIFICATION

- To Be Updated February 2026

EVENT AND SPACE RESERVATIONS GUIDELINES

Venue Setup and Usage

Venue Rental Use

Basic set-up, light cleaning throughout the event, and takedown fees are included in the rental rates. Set-up fees will be charged for any event that requires furniture to be moved from the previous set up. Set-up must be finalized fourteen (14) days prior to the event. Changes within fourteen (14) days of the event may incur an additional set-up fee.

- One EKU staff/student representative is required to be on-site during the entirety of the rental.
- Additional set-up items, including plants and foliage, must be approved by EKU. All decorations must adhere to the EKU decoration policy guidelines.
- When renting an EKU Premium Space, Client is only authorized to enter the approved areas of each EKU Premium Spaces and direct access/egress thereto.
- Any unauthorized access to areas not specified in the contract without permission will be considered as trespassing and Client will be billed for additional clean up, damages or licensing fee for the entire facility.
- Any items remaining in the rented EKU Premium Spaces after the rental period, including but not limited to plants, linens, furniture, food, and décor, will become property of EKU and may be discarded.
- EKU reserves the right to rent concurrent events in separate areas of the EKU Premium Spaces. In order to have sole use of an entire facility, all rented spaces shall be booked. Access to additional features, such as field/court access, field lights, use of the video board, special equipment/materials are available on a first-come basis with approval from EKU.

Damage or Spills

Client shall notify EKU of any spill or apparent substance on carpeted surface. Internal and external groups/organizations will be billed at cost for all expenses related to repair and/or replacement of physical damage to university facilities.

Prohibited Activities

The following are prohibited in rented spaces:

- Adhesive backed decals and stickers are prohibited.
- Double-faced tape, heat tape, and duct tape are not allowed to be put on EKU Premium Spaces walls, floors or ceilings. The Client will need to discuss which tapes are allowed with the EKU representative.
- Glitter, confetti and bird seed are prohibited.
- Signs and decorations may not be taped, nailed or tacked to ceilings, painted surfaces, columns or decorative surfaces.
- Items may not be hung from any structure or part of the ceiling.

- Equipment, furniture, tables, chairs or any large object shall not be dragged across the flooring surface.
 - Equipment, furniture, chairs, large objectives shall be lifted in order to be moved.
 - Movement of these items owned by ECU shall be only done by ECU Representatives.
 - Items owned by the Client shall be the responsibility of the Client to move.
- Adhesives, including tape, shall not be used on the carpeted surface unless approved by ECU. Removal of these items is the responsibility of the Client.

Trash and Clean-Up

- Please remove any trash from your room(s) and/or space(s) when leaving your reservation. Trash receptacles will be provided on site; if your trash is too voluminous to fit in those provided, it must be removed by the group/organization using the facility.
- No food is to be left in indoor trash receptacles after-hours or during weekends. Excessive trash, boxes, decorations, and/or food must be placed in garbage dumpsters located outside each building on campus. If a university building does not have a dumpster nearby, it is still the responsibility of the group/organization to remove all trash from the premises.
- Failure to remove excessive trash, boxes, decorations, and/or food immediately after the event has concluded may result in, but not limited to, the group/organization being charged a clean-up fee.

Unlocking or Accessing Reserved Space

- While processing and approving your reservation, the Conferencing & Events (C&E) staff will submit a request to have your reserved room(s) and/or space(s) unlocked for you. However, ECU Public Safety requires a valid reservation and someone to be present prior to unlocking any building or space. Please plan to arrive to your reservation early and call ECU Public Safety (859-622-1111) upon arrival and they will send someone to come and unlock your room(s) and/or space(s).
- In most circumstances, ECU Public Safety will not unlock the room(s) and/or building(s) after hours unless the requestor or responsible party calls dispatch (859-622-1111) upon arrival. ECU Public Safety will not send someone to unlock the room(s) and/or building(s) without a valid reservation in our system for your group/organization. When your reservation concludes, you will need to call ECU Public Safety (859-622-1111) before departing to notify them to come back and lock the room(s) and/or building(s) if your reservation was after hours or the location has closed for the evening.

Banners

- Banners may be used to decorate your room(s) and/or space(s). Banners may be hung using only appropriate fasteners approved by ECU Conferencing & Events.
- Large banners or those intended for the exterior of buildings (excluding Powell) must receive approval from ECU Facilities. If approved, the banner will be hung by ECU Facilities Staff and arrangements can be made through Jim John's office or through ECU Conferencing & Events.
- Groups/organizations that wish to have banners hung from the Powell Student Center must complete a Powell Banner Space Reservation form on Engage. The form can be accessed [HERE](#).
- Failure to comply with these policies may result in, but is not limited to, fines imposed on the group/organization and/or the loss of future reservation privileges.

Wall Decoration

- In accordance with state law, no more than 20% of any wall may be covered with flammable materials.
- Decorations and/or signs may only be placed on the floor, tables, brick walls, and/or bulletin board type surfaces.
- Tape, window clings, staples, push pins, and/or nails are not permitted on light fixtures, wood, glass, plastic, metal, tile, stone, and/or painted walls.
- Wall and ceiling decorations that require attachment to surfaces are not allowed.
- Failure to comply with these policies may result in, but is not limited to, fines imposed on the group/organization and/or the loss of future reservation privileges."

Confetti & Glitter

All types of confetti and glitter are strictly prohibited inside of any ECU facility.

Failure to comply with this policy may result in, but is not limited to, fines imposed on the group/organization and/or the loss of future reservation privileges.

Helium Balloons

Helium balloons must be tied to solid balloon weights or securely attached to free-standing decorations. Sand weights are not permitted.

Balloons may not be taped and/or tied to university fixtures, furnishings, equipment, and/or walls.

Failure to comply with this policy may result in, but is not limited to, fines imposed on the group/organization

Painting and Crafting

- The group/organization is responsible for providing plastic tablecloths or trash bags to cover tables and are required to use them to protect surfaces from paint and other crafting materials.
- The group/organization is also responsible for providing paper towels to clean up spills/messes and paper plates for brushes and/or other tools to rest on.
- If cups of water are used for cleaning paintbrushes or other crafting tools; the water must be emptied in a bathroom sink/toilet, rather than in a trash can as the water could leak and soil the floor.
- Crafting materials (glue, markers, etc.) must be used in a way that prevents damage to the facility.
- If any paint and/or crafting materials spill and/or damage the room(s) and/or space(s) and will require special cleaning, the group/organization will incur an excessive cleaning charge and is subject to further sanctions."

Messy Outdoor Activities (Water Balloons, Egg Throwing, and Pieing)

Reservations for events involving messy and/or potentially hazardous materials, such as water balloons, eggs, and/or pieing, are restricted to outdoor spaces only. These activities must follow the safety and cleanup protocols outlined below. Guidelines are in place to prevent injury and maintain the cleanliness of campus facilities.

Water Balloons

- A chicken wire fence must be placed in front of participants being targeted. Balloons must strike the fence first, allowing water to splash through while reducing the risk of injury from impact.
- Water balloons must be made of soft materials (preferably biodegradable) and filled to a reasonable size to prevent harm.

Egg Throwing

- A chicken wire fence must be placed in front of participants being targeted. The eggs must strike the fence first allowing them to break and splash through while reducing the risk of injury from impact.
- Participants being targeted must wear protective goggles to prevent eye injuries.
- A tarp must be placed on the ground to catch broken egg contents for easier cleanup.
- All equipment (tables, chairs, etc.) used during an egg throwing event must be wiped down thoroughly after the activity.

Pieing

- Participants being pied must wear protective goggles to prevent eye injuries.
- Only whipped cream or similar soft and non-toxic substances may be used.
- All surfaces and equipment must be cleaned promptly to remove residue and avoid attracting pests.

Furniture and Room Setup

- Event seating, refreshment/display tables, chairs, podium, etc., are arranged by university staff in compliance with fire and safety codes.
- If your group/organization would like to have the default furniture setup/layout altered, ECU Conferencing and Events and ECU Facilities must approve the requested change in layout and ECU Facilities will rearrange the room/space for your reservation.
- If your group/organization moves/rearranges any furniture, it must be reset to how the room/space was upon arrival to your reservation before leaving; failure to do so may result in, but is not limited to, your group/organization being fined.

EVENT AND SPACE RESERVATIONS GUIDELINES

Safety

SAFETY

Clients shall comply with all applicable laws, ordinances, fire codes, and regulations of the federal government, the Commonwealth of Kentucky, local city and county ordinances, and rules, regulations, policies and procedures of the University and directives of University officials.

RAVE/EKU Safe

Public information and warnings are essential to the safe operations of EKU. Do not count on others to keep you safe; it is the responsibility of all event organizers to be aware of their surroundings and to be prepared to act appropriately if an emergency situation were to arise.

EKU Alerts is the University's system for notifying individuals in the event of a disaster, or other emergency, that takes place on campus. Emergency information and instruction may be sent using one or all of the following methods:

- Text message to your cell phone
- Email notification to your EKU email account
- Voice call/audio message to a cell phone or other telephone
- Indoor notification systems (computer pop-ups and alert beacons)
- Designated EKU webpages and social media: (EKU Main, Police, Emergency Management, Facebook, and X)
- Outdoor notification system (sirens)

Prohibited Events

- In order to ensure the safety of all guests, certain events are prohibited. EKU reserves the right to deny activities at a rental for risk and safety reasons. Some examples of prohibited events include but not limited to:
 - Haunted Houses or Trails
 - Trampolines
 - Mixed Martial Arts

Security Services

The Eastern Kentucky University Police Department (EKUPD) is the contact for all campus security services.

- Drone Usage (EKU Administrative Regulation 9.3.4)
 - Drone photography is not permitted without prior approval by the Division of Public Safety.
 - Requests for approval of drone usage must be submitted seven days prior to operation of the Client's event.
 - Under NCAA, Drone photography is not permitted within 72 hours of an EKU athletic event.

- EKU facilities are restricted airspace leading up to and during EKU athletic events.
- Access Control
 - EKU Police Department Review: Risk assessment completed by Public Safety to determine if additional security is needed.
 - Uniform Officer Services

The need for security services at an event will be determined by EKU and EKUPD. Additional rates for security services may apply based on the size and nature of the event.

- Metal Detectors
 - Internal Clients: Anything over 1000 people would require additional screening and security. The expense of metal detectors is on the Client.
 - External Clients: External clients have the option to provide security at their own cost. Any client with guests over 1000 not wishing to use security must sign a waiver of liability.

Fire Safety

The Client shall comply with all fire codes. Apparent safety hazards need to be reported immediately. All permits and licenses are the responsibility of the client.

- Open Flames and Fireworks
 - No open flames or pyrotechnics are allowed without permission from the EKU Fire Marshal.

Exit Doors and Corridors

Access to fire exits doors and corridors must be maintained and clear throughout the event.

- All exit and safety signage and building graphics may not be covered or blocked at any time throughout the event.
- Fire extinguishers, sprinklers, fire hose cabinets and fire alarms may not be covered or blocked at any time throughout the event.

Emergency Response

- EKU is not responsible for ambulance, doctor, or hospital expenses.

Electrical

- The use of electrical equipment for reservations must meet university safety standards. Only UL-listed (Underwriters Laboratories) surge protectors are permitted. These devices have been tested and certified to reduce the risk of electrical fires, equipment damage, and shock hazards.

- Only one surge protector may be used per outlet. Surge protectors must not be connected to one another, and they should only be used with low-wattage devices. Overloading outlets is strictly prohibited.
- If extension cords or surge protectors are placed in areas with foot traffic, they must be securely fastened to the floor to prevent tripping hazards. Cords cannot be covered with rugs, carpets, or similar materials, as this can cause overheating or conceal damage.
- Non-compliance with these guidelines may result in, but is not limited to, the cancellation of the reservation, loss of future reservation privileges, and/or a referral to university administration.

Grills (Gas and Charcoal)

- All grills must be placed at least fifty (50) feet away from any building on EKU's campus.
- If your group/organization uses charcoal, the coals must be doused with water until completely extinguished and cool. Hot coals are never to be disposed of in trash cans and/or dumpsters.
- Failure to comply with these guidelines may result in, but is not limited to, the loss of grilling privileges for the group/organization.

Candles and Open Flames

- Open flames are strictly prohibited inside or outside EKU Facilities in accordance with state law.
- This includes the use of candles, sparklers, and other flame-related items. Sparkler Send-Offs or other activities using sparklers or open-flame materials will not be approved by EKU Risk Management.
- Failure to comply with these policies may result in, but is not limited to, fines imposed on the individual/group/organization and/or the loss of future reservation privileges.

EVENT AND SPACE RESERVATIONS GUIDELINES

Federal and State Compliance

TOBACCO PRODUCTS AND VAPING

Smoking, vaping and tobacco products are not permissible on all Eastern Kentucky University campuses. Absolutely no smoking is allowed in any athletic facility including playing fields or surfaces.

NOISE

EKU has properties in multiple cities and counties. For this reason, noise violations are governed by the ordinances in the location of the rental property.

VIOLATIONS

Violations of this policy may prohibit usage of campus facilities and outdoor space. If a violation occurs by an internal client, Conferencing and Events will notify the Vice President to ensure future compliance.

ADDITIONAL RESOURCES

REVISION HISTORY

- Updated January 1, 2026

COMPLIANCE

All space guidance outlined in this manual is authorized under Kentucky Revised Statutes 164.092(12), 164.410, 164A.575, 164A.595, and **EKU's Administrative Regulation 7.1.2ADR**. Employees or students violating these guidelines may be subject to disciplinary action. Modifications to spaces can warrant requirements and circumstances that may deviate from these guidelines, but will follow similar principles under the same authority.

If you have an idea, inquiry, or request that is not addressed in these guidelines, visit **<https://www.eku.edu/in/space-utilization>** or contact Space Utilization at **spaces@eku.edu**.



Eastern Kentucky University is an Equal Opportunity employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice.