



Regulations Governing the Use of Memorial Hall and Adjacent Amphitheater

Regulation

- A. The Director of the Student Center, through delegation by the Provost, shall be responsible for approval of applications for use of Memorial Hall and the adjacent amphitheater.
- B. Applications for use of Memorial Hall and the amphitheater will be considered in order of receipt. These two facilities shall not be approved for use for simultaneously occurring events except when the activities are obviously non-interfering with each other.
- C. University units and groups, including registered student organizations, may use Memorial Hall provided their needs cannot be satisfied adequately in another facility. However, each event must be significantly related to the purposes or curricula of the University and, if a student affair, have the approval of the faculty advisor and the Director of the Student Center. For events involving no admission fee, there will be no charge other than the cost of setting up special facilities. When an admission charge for an event is involved, a contract between the sponsoring group and the University shall be negotiated in advance.
- D. No unit or organization of the University shall have any priority with respect to the use of Memorial Hall except that scheduled academic activities including the use of the pipe organ normally will be given preference between 8:00 a.m. and 5:00 p.m. Requests for regular academic scheduling should be received at least 90 days before the start of a regular academic session.
- E. Non-University groups or agencies may apply for the use of Memorial Hall when the program to be presented is of an educational, cultural, or charitable nature, or relates to other purposes approved by the Director of the Student Center and the President. In all cases, however, the use of Memorial Hall shall be in compliance with PART XII.E of the *University of Kentucky Governing Regulations*.
- F. When Memorial Hall is used by a non-University group, a contract between the group and the University will be negotiated in advance stating the charge for use and setting forth the responsibilities of the group and of the University. Charges for use shall conform to a schedule established by the Office of the President or delegated office.
- G. The best interests of the University may make it necessary occasionally to give priority to or cancel one event in favor of another. When such a cancellation becomes necessary, the unit or group holding the reservation shall be given notice as far in advance as possible.
- H. Any unit or organization using Memorial Hall shall take proper care of the building and its equipment and shall be financially responsible for any damage thereto during use resulting from abuse or neglect.

- I. Memorial Hall is dedicated to the memory of Kentuckians who died in World War I, and no program that is out of keeping with the memorial spirit shall be held in the building.
- J. Applications for use of Memorial Hall or the amphitheater shall be made in writing in advance on forms which are available in the Office of the Director, Student Center.

References and Related Materials

Governing Regulation Part XII University of Kentucky Development Council

Revision History

AR II-8.3-3: 1/3/1985, 3/19/1992, 9/23/1994

For questions, contact: [Office of Legal Counsel](#)