

Administrative Regulation 9:2

Use of University Facilities by Registered Student Organizations (Interim)

Regulation

The following regulations regarding the use of University facilities by registered student organizations are established and published:

A. Use of University Facilities

1. Designated University facilities may be reserved for use by registered student organizations during periods of instruction for meetings and other non-commercial events related to the purposes of the organizations.
2. In instances where non-University persons have been invited to speak or perform, where outdoor facilities are being requested, or where the capacity of the facility being requested is in excess of 100 persons, the reservations must be made on forms provided for that purpose. The form will show the organization's name, the name of the individual seeking the reservation, the general nature of the event, its date and time, the facility requested, the names of non-University persons invited to speak or perform, any special arrangements needed, and information required by the University officials responsible for the facility requested. (A list of University facilities and the persons responsible for these facilities may be found in AR 9:1. Specific procedures and regulations regarding the facilities may be obtained from the person responsible for reserving the facility.)
3. Reservations submitted under the provisions of Section A.2 above must be made at least 48 hours in advance to permit proper scheduling and preparation for the event, except in unusual circumstances as determined by the Vice Chancellor for Student Affairs for the Lexington Campus.
4. Reservations will be granted in order of application. Considerations of format, room size, and equitable distribution of special facilities may require adjustments.
5. University facilities may be reserved for use by a registered student organization only through officers designated on the application for registration or a member specifically authorized on the application.
6. A registered student organization, its officers, and any individual applying to reserve facilities on behalf of the organization are responsible for the condition of the facilities. The facilities must be used in a manner which is in compliance with the *Administrative Regulation 4:10, Code of Student Conduct and Administrative Regulation 9:9, Policy of the University of Kentucky Governing Speakers from Off Campus*, and any other policies or regulations governing the particular facilities used.

7. Facilities reserved for use by a registered student organization may not be used by any other organization during the period of the reservation.

B. Fund Raising on the Campus by Registered Student Organizations

Registered student organizations are permitted to use University facilities for fund raising when the specific use of the funds is non-commercial in purpose and when regulations governing the facilities requested allow for the charging of admission or other collection of money.

C. Posters, Handbills, and Notices

1. Non-commercial announcements may be posted on behalf of registered student organizations. Under no circumstances are announcements to be posted on any painted surface, in any classroom, or on any tree or shrub. Announcements must indicate the name of the registered student organization on whose behalf the announcement is posted and the date posted. It is the responsibility of the registered student organization to remove all such announcements within three days following the program, event, or election to which the announcements are related.
2. No poster, handbill, or any other form of announcement may be posted in such a manner as to cause damage. No announcement may be written or painted upon any building, sidewalk, or other natural feature of the campus.
3. Members of the student body, faculty, and/or staff of the University may distribute on behalf of registered student organizations free-of-charge non-commercial announcements, statements, or materials at any reasonable outdoor area on the campus. Such distribution must be consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of accosting individuals or by hawking or shouting is prohibited. Announcements or statements must indicate the name of the registered student organization on whose behalf the distribution is made.

References and Related Materials

[Administrative Regulation 9:1 - Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies](#)

[Administrative Regulation 4:10 - Code of Student Conduct](#)

Revision History

9/21/1970, 7/1/1983, 4/24/2019 (Interim), 12/17/2022 (Updated Titles and Offices)

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