

University Events Committee Guidelines

The **University Events Committee's** advisory and facilitation duties include, but are not limited to:

1. Scheduling events for the University Calendar of Events;
2. Coordinating scheduled events with requests received;
3. Suggesting alternate locations, dates, and/or times, if appropriate;
4. Providing notification to facilitating and affected departments and/or equipment and facility coordinators.

The Student Involvement and Leadership Center (SILC) at the University of Kansas has the responsibility for scheduling meetings of the University Events Committee. In accordance with the policies herein, the Committee also receives all requests from organizations and University offices for events to be scheduled on the Lawrence campus. The Student Involvement and Leadership Center keeps minutes of these meetings, compiles the University Events Committee calendar, and maintains all records, including these Guidelines. Unless otherwise noted, the policies herein were approved by the Chancellor of the University of Kansas and Executive Vice Chancellor at the Lawrence campus on June 14, 1977, and were effective Fall Semester 1977. Inquiries should be directed to the Student Involvement & Leadership Center (SILC), 400 Kansas Union, (785) 864-4861.

Note: Staff members of the Student Involvement and Leadership Center are available to assist registered groups in the planning and preparation of events.

I. Role and Responsibilities of the University Events Committee

The purpose of the University Events Committee is to coordinate, facilitate, and schedule events and to facilitate individual expression on the Lawrence campus of the University of Kansas. The University Events Committee inquires into the nature of proposed events and advises persons wishing to schedule events of the regulations and policies of the University, city ordinances, and/or state statutes. The goal of the committee is to assist registered student, campus, and community organizations and University units in planning and executing events that will advance the goals of the organization or unit within the parameters of University and Board of Regents policies.

The committee is composed of students and representatives of University units who can advise registered organizations about the factors that must be considered in planning a successful event (e.g., availability of sufficient parking, whether Facilities Operations services will be required and at what cost, whether the proposed event will interfere with scheduled classes and activities). It routinely advises organizations about potential scheduling conflicts, availability of necessary services and prospective costs, and provides constructive suggestions that help ensure successful outcomes for the organizations.

University Events Committee membership is composed of the following voting members: the Program Director of KU Info, a representative of Facilities Operations, a representative of the School of Music, the Program Director of Union Programs/ Student Union Activities, the Events Services Director of the Kansas Memorial Unions, a representative of the University Theatre, the Director of Recreation Services or designate, a representative of Kansas Athletics, Inc., a representative of the University Registrar, the Associate Director for Operations for the Lied

Center, one member of the faculty, appointed by the University Senate Executive Committee for a three-year term, six student members appointed by the President of the student body, a representative of the University of Kansas Office of Public Safety, a representative of the Office of the Comptroller, a representative of Continuing Education, a representative of Parking and Transit, and a representative of University Relations. The Director of the Student Involvement and Leadership Center serves as the committee chair and votes only in cases of a tie. The chair will designate an associate chair to conduct meetings in his or her absence.

Members of the University Events Committee will be consulted when a request affects their areas of responsibility. The Committee meets weekly, Wednesday at 3:30 p.m. during the periods when classes are in session.

Petitions and inquiries should be directed to the Student Involvement and Leadership Center (SILC), 400 Kansas Union (785) 864-4861.

The University Events Committee is not a regulatory or enforcement agency. It is not constituted to make University policy or to determine whether an event proposed by an external individual or organization is an appropriate use of University facilities. The University policy on Use of University Facilities by External Organizations and Entities (<https://documents.ku.edu/policies/provost/UniversityFacilitiesUse.htm>) specifies that requests for such use must be addressed to the Office of the Provost, or, for certain University facilities (Hall Center, Spencer Art Museum, Lied Center, Commons, Dole Institute) and the facilities of affiliated corporations (Alumni Association, Endowment Association, Athletics, and Memorial Union), by the appropriate facility manager.

[Introduction and section I updated by the Office of the Provost and Executive Vice Chancellor in consultation with the Office of the General Counsel and the Director of the Student Involvement and Leadership Center/Chair, University Events Committee and approved by the Interim Provost and Executive Vice Chancellor on June 25, 2010; effective July 1, 2010; membership updated March 11, 2011.]

II. Guidelines for University Events (Events Which Do/Do Not Need Approval)

Subject to and in accordance with the authority of the Chancellor and the Board of Regents as provided by law, the University Events Committee publishes the following guidelines for activities and events held on the Lawrence campus. All activities and events held on the Lawrence campus are responsible to these guidelines and are subject to the Chancellor or the appropriate administrative officer designated by the Chancellor. These guidelines apply to activities and events sponsored by registered organizations, University departments and offices, or other organizations granted permission to use University facilities.

A. Events which do not need approval. The scheduling of many activities on campus does not require Events Committee approval. These activities include but are not limited to the following:

1. Individuals may hand out free literature on campus and solicit signatures on petitions. None of these activities requires Events Committee approval provided that:
 - a. The activity does not obstruct pedestrian or vehicular traffic, or

- b. Obstruct or interfere with the normal and necessary activities of the institution. (Board of Regents Policy and Procedure Manual, July 1995, p. 6G, #17).
 - c. The activity does not require the reservation of a designated space. Reserving outdoor space for a table requires approval of the Committee.
2. Discussion and expression of all views are permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means which does not disrupt the operation of the institution is permitted. (Code of Student Rights, Responsibilities, Article 8, Campus Expression.)
 3. For those events which do not require the approval of the Events Committee, reservations should be made with the appropriate facilities coordinator or reservations clerk as indicated in the University facilities chart (See Section IV B of these Guidelines.)

B. Events which do need approval. University Events Committee approval is required where any of the following conditions exists:

1. Admission is charged. Exceptions are events sponsored by the KU Athletic Corporation and performances sponsored by the University Theatre, Department of Music and Dance, or the Lied Center;
2. If non-student entertainment, other than dance bands, is involved;
3. If the proposed event or activity may be classified as a sale, benefit, solicitation of funds or promotional venture;
4. If any campus auditorium, the Potter Lake area, or any other outdoor campus venue is to be used.
5. If any public area not directly scheduled by another University agency is to be used, the requesting user is required to consult with and seek approval of the University Events Committee.

C. Guidelines and considerations. The following considerations should be noted:

1. Sales/solicitations. No selling is permitted on campus unless the activity or event of the selling agent is for the benefit of the University community under the sponsorship of a registered organization or University office with a reasonable portion of any financial profits resulting from the activity to be recycled into non-profit, philanthropic or student services projects sponsored by the registered student organization or University office. (Approved by Chancellor, November 1983; see II. G.)

Selling merchandise available at and through the KU Bookstores is permitted provided the seller receives written permission in advance from the Director of the KU Bookstores. When the University's name or logo is used, permission must be received from the University Trademark Licensing Administrator.

2. Personal financial gain. No activity or event will be approved for the private financial gain of individual petitioners. Specifically prohibited on campus is the resale by individuals of tickets to University-sponsored athletic, musical, cultural or other events (ticket "scalping"). Individuals who have tickets they are unable to use are

encouraged to return them to the box office of the sponsoring unit. No activity is permitted that involves the regular use of University facilities and results in financial gain or profit to an individual. (Approved by Chancellor, November 1983, February 2009)

3. Food/potluck events. Any food/snacks/beverages sold or given away must be obtained through and/or prepared by the University's licensed, health-inspected facilities (the Kansas and Burge Unions and the Department of Student Housing) or, for events sponsored by Kansas Athletics, Inc. (KAI) by KAI's authorized concessionaire. Organizations sponsoring "closed potluck" events may obtain special permission from the University Events Committee to provide their own food if all the following criteria are met:
 - a. Potluck is defined as members providing their own individually prepared food.
 - b. The activity is only for organization members and their individually invited guests.
 - c. The activity is held outside the facilities of the Kansas and Burge Unions and the University Residence Halls.
 - d. No admission is charged.
 - e. Meals cooked on campus must have the supervision of the Kansas and Burge Unions or the Department of Student Housing.

Note: Exceptions to this policy require the approval of the Provost. Food and/or beverages for groups using the Kansas and Burge Unions must be provided by Union Food Services. (Approved by the Chancellor and Executive Vice Chancellor, August 1993; revised in consultation with the University General Counsel, August, 1998 and March 2009.)

4. Sales taxes. State sales tax must be paid on items (including tickets) sold on campus. Information and sales tax forms are available from the Office of the Comptroller, 20 Carruth O'Leary, or from the Student Involvement & Leadership Center (SILC), 400 Kansas Union. At any event where merchandise is sold or admission charged, six and nine-tenths (6.9) percent sales tax must be paid to the State Department of Revenue. It is not necessary to list this as a separate item in pricing. The retail price or admission fee may include the tax, or it may be collected in addition to the listed price.

The tax can be paid through the University Comptroller's Office by coming to the Student Organizations Desk in Room 2, Carruth O'Leary Hall. Be prepared to report the gross receipts and to pay the sales tax at that time. The remittance will be sent to the Department of Revenue by the University. Any questions should be referred to the Comptroller's Office, Student Organizations Desk, 864-3322.

5. The University Events Committee may be notified of any events of general interest that require the use of University facilities, whether or not Events Committee approval is required. The University Events Committee can then publicize the event through normal channels.

6. Copyrighted materials. Petitioners are advised that copyright legislation may have implications for their use of copyrighted materials for their events or projects. Such materials include literary works, musical works, including accompanying works, dramatic works, pictorial, graphic and cultural works, motion pictures and other audio-visual works, and sound recording. Under contractual agreement with BMI and AS CAP , the University of Kansas is required to report all performances of public musical attractions presented on or off campus by all organizations affiliated with the University. Additional information is available in the Comptroller's Office, Central Accounting, Room 7, Carruth O'Leary , 864-3790.

7. Discriminate pricing. Admission pricing differences shall not discriminate on basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws within the institutions under its jurisdiction. This shall not, however, limit the right of a student organization to charge less to members than to non-members. (Revised in conjunction with the University General Counsel, May 1978.)

D. Event approval

Approval, when granted, means that in the judgment of the Committee, the location, day, and time are appropriate to the purposes of the event as described to the Committee in the petition and/or the discussion. Should any question or conflict arise about the event, the Events Committee will be prepared to take an advocacy role for the protection of the event approved. Once an event is approved, it is placed on the calendar and is publicized to the campus through University Events Committee minutes.

Denial of approval for events means that in the judgment of the Committee, the event should not be held on the University of Kansas campus, or in any of its buildings, because the location, day, time and/or purposes are not appropriate as they were presented by the organization or individual to the Committee.

If an organization or individual persists in implementing an event that has been denied approval, sanctions against the sponsor may occur if complaints are made to the appropriate authority under University regulations, city ordinances, and/or state statutes. The University Events Committee is not a regulatory agency for complaints made.

E. Scheduling during finals

No University organization shall schedule events or meetings that require student participation during the final examination period, including Stop Day. Exceptions are allowed for local events or meetings that are scheduled between noon Saturday and 6:00 p.m. Sunday. A committee that must meet during the final examination period to resolve an academic issue may meet only at a time mutually convenient to all members. No other exceptions allowed unless by explicit direction of the Chancellor. (University Senate Rules and Regulations 1.3.7) [Revised May, 1998]

F. Political Activity: Board of Regents Policy Use of Campus Facilities

State facilities shall not be made available for fund-raising events for political candidates or parties.

Facilities of institutions under the Board of Regents may be made available for the purpose of holding political meetings, provided there is no interference with regularly scheduled functions, there is not otherwise available a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsors pay in advance the regular fees for use of the facilities.

Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event that they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events.

Regents institutions shall have the authority to develop additional policies and guidelines that are not in conflict with this policy. Such policies and guidelines shall be reviewed by the Policy and Procedures Committee and filed with the Executive Director of the Board.

Note: From Board of Regents Rules, Policy and Procedures Manual, July 1995, p. 50 16F-17F. Student Senate elections do not fall under these guidelines.

G. Guidelines for Soliciting and Selling

Solicitation shall be done in a manner which does not interfere with the normal University process and in areas designated by the University Events Committee. No event or activity will be approved for the private gain of individuals.

Note: Selling and soliciting are regulated by city ordinance, and potential sellers and solicitors should contact the Lawrence City Clerk to see whether a city license is needed. (See Section II. C.)

The University Events Committee requires that sales and solicitations meet the following criteria:

- No more than 10 school days per solicitation;
- One table only per solicitation site provided either by the solicitor or the sponsoring organization. Solicitors must remain behind the table. Multiple sites are permitted;
- A sign with the sponsoring organization's name must be prominently displayed;
- There must be a representative from the sponsoring organization at the table at all times;
- The sponsoring organization must receive a minimum of 20% of gross sales;
- The sales display is limited to the area beneath and on top of the table;
- Amplified sound at solicitation site is not permissible;
- The sponsoring organization is responsible for collection and payment of sales tax;
- Solicitation must be open to all students.

1. Student and University Organizations

- a. Registered student/campus organizations may solicit donations on campus with University Events Committee approval.
- b. Funds collected on campus must benefit the University community by means of programs, activities, or services provided by the organization using these funds.
- c. All fiscal records related to soliciting on campus must be available for auditing by the Business Office within one calendar year of the event. Groups are responsible for the collection and reporting of sales tax.

2. Non-student/University Organizations

- a. Non-registered organizations may not solicit or collect funds or donations on campus.
- b. Non-registered organizations may provide information regarding donations.

Note: Revised in consultation with the University General Counsel, February 1977.

III. University Organizations

A. General Statement

All organizations functioning on the Lawrence campus of the University of Kansas are encouraged to register with the University. Registration provides for official identification as an affiliated group, use of designated University facilities and services, and the coordination and communication of the group's activities with the campus administration and other organization.

Organizations must be established for purposes that are legal, consistent with the broad educational aims of the University and in accordance with the regulations, guidelines and policies of the University, the Kansas Board of Regents, the City of Lawrence, and the State of Kansas. However, registration does not imply University endorsement of or responsibility for any of the activities of the group on or off the property of the University.

B. Classification

The following types of organizations are eligible to register with the University of Kansas through the Student Involvement & Leadership Center (SILC):

1. Student Organizations. A Student Organization shall be defined as a group, at least 75% of whose members are currently enrolled as students. The officers of the organization must be currently enrolled students.
2. Campus Organizations. A Campus Organization shall be defined as a group, at least 75% of whose members are from the University community, including currently enrolled students, faculty, staff or spouses of these persons. The officers of the organization must be members of the University community as defined in this paragraph.
3. Community Organizations. A Community Organization shall be defined as an organization whose stated purpose benefits both the Lawrence and University communities. Community organizations are encouraged to register with the University if their programs and services are beneficial to members of the University community.

C. Registration Procedures

Organizations are registered with the University of Kansas through the Student Involvement & Leadership Center (SILC), 400 Kansas Union.

In order for an organization to register with the University of Kansas a group must:

1. Provide the University with a name and a statement of purpose for the organization;
2. Be non-profit in nature;
3. Agree to renew the registration annually;
4. Agree to maintain in the SILC office a current list of names and address of officers, and advisers or liaison persons where applicable;

5. Agree, if requested, to produce a copy of the organization's charter, constitution or bylaws, including those of organizations external to the University with which the group is affiliated;
6. Student and Campus organizations must have an adviser who is a member of the faculty or professional staff of the University or approved by the SILC office. Community organizations must secure a faculty or staff member who will agree to act as a liaison between the University and the organization; and
7. Sign the certification that the group will adhere to all applicable Regents and University regulations affecting registered organizations and, in particular, to the Regents Policy on Nondiscrimination in Organizational Membership. (Sec. E.)

The Student Involvement & Leadership Center will review an organization's registration materials and determine (a) whether the group is eligible to register with the University of Kansas, and (b) the organization's category for registration purposes. The responsibility for verification of membership rests with the organization and adviser. Registration status will be granted administratively by the Student Involvement & Leadership Center. When an organization is granted registration status, the Student Involvement & Leadership Center will notify the organization of that decision in writing. An organization denied registration status will be advised in writing.

Groups wishing to appeal a decision about registration status should submit a written petition to the Dean of Students. The petition will be reviewed by three representatives of the Student Senate Executive Committee appointed by the President of the Student Body who will make a recommendation to the Dean of Students.

The Student Involvement & Leadership Center maintains complete files of registration materials throughout the academic year to which the registration applies. A record of the University of Kansas Organization Registration will be maintained for historical purposes.

D. Benefits

Registering with the University entitles organizations to a number of benefits. The current available facilities and services are listed under Section IV B by category. These facilities and services will be periodically reviewed and organizations will be advised of any revisions.

E. Regents Policy on Organizational Membership

The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Educational Amendments of 1972.

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have

the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgment shall assure that there exist no restrictions on membership, either local or national, which violate this policy. (Board of Regents Policy and Procedures Manual, Section E6.)

University Policies -Membership Solicitations, Students

Membership solicitations of students must comply with Board of Regents and University policies on equal opportunity and with Regents Policy on Organizational Membership. Membership or other solicitations of students in the Kansas and Burge Unions, in the facilities of the Student Housing Department and the facilities of the Kansas University Athletic Corporation fall under the policies established respectively by these entities.

Privileges and Benefits of Registered Organizations

Registering with the University entitles organizations to a number of benefits. The currently available facilities are listed below by category. These facilities and services will be reviewed periodically, and organizations will be advised of any revisions.

Eligible Organizations

1. Use of the University name in the organization's title. However, the University cannot permit its image (name) to be used in any commercial announcement, commercial or artistic production, or in any other context where endorsement of a product, organization, person, or cause is explicitly or implicitly conveyed.	Student Campus
2. Request student activity fee funding. Student and campus groups may request funding through the established Student Senate funding process; community groups may request consideration of a contractual arrangement with the Student Senate.	Student Campus Community
3. Use of facilities. a. Schedule rooms and public auditoriums and other designated spaces. b. Request office space, work station space, locker space, and/or mail- . box in the Kansas Union. c. Schedule the Information Booth located on Jayhawk Blvd. for information and/or sales purposes.	Student Campus
4. Use of University Services. a. Inclusion in University publications, including the Student, Faculty, Staff Directory. b. Publicize activities through University Events Committee. c. Request an organization table in the designated information area during Orientation Week activities. d. Receive information materials from the Student Involvement & Leadership Center regarding University procedures, policies, and activities.	Student Campus Community

e. Establish e-mail and/or website accounts with the Computing Center.	Student Campus
f. Establish an account at no charge with the Comptroller's Office.	
g. Utilize University staff and programming resources.	
h. Use of campus mail and e-mail for official business of the organization in accordance with established University and state policies. Campus mail service may not be used for personal, solicitation, or political purposes. Incidental personal use of University e-mail is permitted, however, commercial use, candidate or party fund-raising, and use by outside organizations is expressly prohibited.	
i. Receive student organizational advertising rates from the Daily Kansan.	Student
j. Receive food services discount rates on self-serve refreshments from the Kansas & Burge Unions for use at the Unions only.	

IV. University Facilities

A. Procedures for Use of University Facilities

Those entitled to use University facilities must adhere to the following procedure:

1. The following University Facilities chart should be used to determine the most suitable location for the event.
2. A tentative reservation should be made, subject to approval of the University Events Committee. Inquire regarding availability with the appropriate Reservation Clerk listed on the following University Facilities chart.
3. Secure a University Events Activity Registration *Form* from the Student Involvement & Leadership Center, 400 Kansas Union. When possible, the Student Involvement & Leadership Center will act upon the request.
4. Complete the University Events Activity Registration *Form* (including signatures) and return to the Student Involvement & Leadership Center. Activity Registration Forms are due by 12:00 noon, Tuesday, before each scheduled University Events Committee meeting on Wednesdays at 3:30 p.m. when classes are in session.
5. Advertising must not begin until after University Events Committee approval. Because scheduling difficulties may arise, the Events Committee must be consulted prior to such commitments as advertising, final contract negotiations, and other irreversible pledges.
6. A representative of the sponsoring organization is urged to attend the University Events Committee meeting at which its request will be considered. The person(s) should have knowledge of such matters as anticipated attendance, method by which losses will be absorbed, accounting for any income derived, use of profit, contract negotiations, and alternatives to the requested date, time; and location. **Unanswered questions which may arise at the meeting can postpone final consideration of a request, and may jeopardize plans for an event.**

7. In most cases, a decision is made at the first meeting after submission of a request. The representative of the sponsoring organization who is present at the meeting will be notified of the decision at that time. Subsequently, written notice of the decision will be transmitted by mail to the organization and to the appropriate facilities coordinator. The Reservations Clerk will regard this written notice as a confirmation of the tentative reservation. If a group has made more than one tentative reservation, the Reservation Clerk should be contacted to cancel any other tentative reservations made for the event.

For Kansas and Burge Union reservations, the requesting party must confirm all details directly with the Reservations Secretary promptly upon receiving University Events Committee approval.

B. Facilities

No food or beverages are allowed in University auditoria. In addition, food and beverages are prohibited in some classrooms. Most auditoria are equipped as media classrooms. Organizations wishing to make use of specialized equipment should contact Instructional Development and Support to make appropriate arrangements for technical support. (See Section H. of these Guidelines for further information.)

The following table outlines University facilities available, their capacity and whom to contact to make a reservation.

Name of Facility	Building	Capacity	Reservationists	Phone
Allen Fieldhouse	Campus	16,000	KUAC Facilities Mgmt.	864-4212
Allen Fieldhouse Lawn	Campus		SILC Center	864-4861
Anschutz Pavilion	Campus	1,800	KUAC Facilities Mgmt.	864-4212
<u>Auditoria:</u>				
Computer Center Aud.	Computer Center	75	Office Asst. III	864-0231
Apollo Room	Nichols Hall	96	Secretary	864-4775
Spencer Auditorium	Spencer Museum	260	Educational Services Coord.	864-4710
Smith 100	Smith Hall	122	Reservations	864-5123
Snow 120	Snow Hall	94	Reservations	864-5123
McCollum Labs Aud.	McCollum Labs	60	Storekeeper III	864-3751
Wescoe 3139	Wescoe Hall	300	Reservations	864-5123
Wescoe 3140	Wescoe Hall	300	Reservations	864-5123
Dole 2092	Dole Center	100	Reservations	864-5123
Blake 112	Blake Hall	100	Reservations	864-5123
Haworth 1005	Haworth Hall	175	Reservations	864-5123
Learned 2002	Learned Hall	112	Reservations	864-5123
Lindley 412	Lindley Hall	220	Reservations	864-5123
Lindley 317	Lindley Hall	94	Reservations	864-5123
Malott 1001	Malott Hall	178	Reservations	864-5123
Malott 2001	Malott Hall	110	Reservations	864-5123
Malott 2074	Malott Hall	100	Reservations	864-5123
Robinson 252	Robinson Center	144	Dir., Robinson Fac.	864-3385
Brewster Aud.	Strong Hall (330)	176	Reservations	864-5123
Stauffer-Flint 100	Stauffer Flint Hall	124	Reservations	864-5123
Summerfield 427	Summerfield Hall	164	Reservations	864-5123
MRC Auditorium	Multicultural Resource Ctr	42	Multicultural Res. Center	864-4350
Hoch Auditoria	Budig Hall	500-990	Reservations	864-5123

Classrooms	Campus Bldgs.	30-50	Reservations	864-5123
Conference Rooms	Nunemaker Center	10-30	Office Specialist	864-4225
Danforth Chapel	Campus	80-90	SILC Center	864-4861
Display Cases	Watson Library		SUA Box Office Assistant	864-3477
Display Booth	Jay hawk Boulevard		KU Information Center	864-3506
Hoglund Ballpark	Campus	2,400	KUAC Facilities Mgmt.	864-4212
Inge Exp. Theatre	Murphy Hall		Assoc. Dir., Univ. Theatre	864-3381

Name of Facility	Building	Capacity	Reservationists	Phone
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Kansas and Burge Unions:			Reservations	864-4651
	Alcoves, 3rd floor	12-20		
	Alderson Aud., 4th floor	190		
	Ballroom, 5th floor	700-800		
	Big Eight Room, 5 th floor	180-250		
	Jay hawk Room, 5th floor	100		
	Parlors, 5th floor	variable		
	Woodruff Aud., 5th floor	536		
	Frontier Rm, Burge U.	230		
	Pioneer Room, Burge U.	100		
Memorial Stadium	Campus	50,000	KUAC Facilities Mgmt.	864-4212
Potter Lake/Pavilion	Campus		SILC Center	864-4861
Student Housing Facilities			Asst. Dir. of Facility	864-3611
Robinson Center	Campus		Facility Director	864-3385
Recreation Services	Campus		Dir., Rec. Services	864-3546
Adams Campus	Clinton Lake		Facilitator/Programmer	864-0794
Swarthout Recital Hall	Murphy Hall	400	Assoc. Chair, Music	864-3436
Crafton-Preyer Theatre	Murphy Hall	1200	Assoc. Dir., Univ. Theatre	864-3381
Lied Center	Campus	2,030	Operations Dir.	864-3469
Bales Recital Hall	Campus	200	Music & Dance Dept.	864-3436
Visitors Center	Campus	120	Office of Admissions	864-5350

C. Policies and Procedures of the University for Facilities Charges .

1. General Statement. In view of substantial increases in costs, the University of Kansas finds it necessary to initiate a charge for facilities in order to recover costs incurred in connection with special events that are hosted in University facilities. The following policies, procedures and fees are hereby established:
 - a. A portion of fees collected will be deposited in restricted accounts for repairs, replacement, and improvements to facilitate recreational and entertainment programs and activities.
 - b. Disbursements from these accounts will be made upon approval by the Office of the Provost after recommendations have been received from the University Events Committee.
 - c. Funds collected to cover costs of utilities will be deposited in the University's utilities accounts.

2. Definition of Non-University, Non-Student Groups. Any group or organization which is neither ac unit of the University nor a registered organization in the University, except those groups invited by the Chancellor.
3. General Policies
 - a. Events requiring the use of offices, classrooms, dressing rooms, or any other private areas shall be tentatively approved in advance by the University agency responsible for the facility. Such tentative approval should be received prior to submission of the request to the University Events Committee.
 - b. All concession rights and privileges shall be retained and fulfilled by the University concessionaire. (Agreement between the Memorial Union Corporation and the University, 1978.)
 - c. A lease agreement reviewed by the University General Counsel's Office must be agreed upon and signed by both non-University, non-student organizations, and the University. The sponsoring organization shall agree in advance, in writing, to accept charges for damages incurred in connection with the event.
4. General Expenses Required of All Groups
 - a. Payment of salaries of additional security personnel and Facilities Operations personnel required for the event. The sponsoring organization must guarantee that all University-related expenses will be paid regardless of the event's outcome. Upon request, cost estimates will be provided by the Director of Public Safety and the Director of Facilities Operations in advance of the event.
 - b. Payment of cost of supplemental sound equipment, lighting and other staging requirements. Groups who have their own sound equipment may use such equipment if it is physically and mechanically compatible with existing facilities and is approved by the Director of Facilities Operations.
 - c. Payment of a predetermined utility rate for each performance hour as specified in the Addendum.
5. Additional General Expenses Required of Non-University, Non-Student Groups

There will be a charge, as listed in the Addendum, for non-University, non-student use of University facilities. The charge shall be as indicated, or shall be 10% of the gross received after deduction of state sales tax, whichever is greater. These charges are in addition to general expense fees and are assessed per calendar day. (Day equals calendar day or any part thereof.) For commercial (for profit) organizations, charges are listed in the Addendum below. Charitable organizations (defined as those holding an Internal Revenue Service exemption of a charitable organization) will be charged only the actual direct costs. Requests for the use of other University facilities will be considered on an individual basis.

The Chancellor may grant exemption from any of the above policies whenever it appears in the best interests of the University to do so.

An agreement between the licensor and the licensee concerning the use of the facilities must be signed by both parties prior to the event and kept on file with the Office of the University General Counsel. The Office of the Comptroller will send the bill.

6. Conference Policy

A conference is an educational event or program of relatively short duration. Typically, the event involves more than 25 persons, takes place outside the classroom, is not offered for credit or CEUs, and will not be replicated. Participants are drawn mainly from outside the University community.

With the exceptions noted below, all groups scheduling a conference open to the public and charging fees to offset conference expenses must schedule the event through and utilize the services of the Academic and Professional Programs unit of the Division of Continuing Education. Excluded groups are registered campus organizations that schedule conferences for their own members.

Groups coordinating events through Academic and Professional Programs may apply for conference subsidies offered through the Division of Continuing Education and Office of the Provost.

D. Kansas University Athletics Corporation (KUAC) Facilities

Philosophy: Outside groups will be permitted to use KUAC facilities if the usage is viewed by the Athletics Department to be beneficial to the Athletics Department, University, or community and the usage does not negatively impact the use of these facilities for intercollegiate competition. Examples of the events that are considered beneficial are events that would allow prospective students use of the facilities for special organized events/tournaments, such as Sunflower State Games or Kansas State High School Activities Association state or regional championship events; special university events that require facilities with capacities met by our facilities; or university intramural championship events.

Policies Scheduling of Allen Fieldhouse / Anschutz Pavilion/Memorial Stadium / Hoglund Ballpark:

1. Request Decision. All requests made by groups to use athletic facilities should be directed to the KUAC Director of Facilities. (864-4212)

All sport head coaches will be consulted about events using the same facilities as their sport, and coaches should provide input to the Director on the benefits, or lack thereof, of the outside event. Head coaches, however, will not make the final decision on outside groups' use of the facility. If any disagreement exists between the Director and the head coach about usage, the Athletics. Director will make the final decision.

2. Charges. Outside groups using the facilities for non-profit ventures will be charged an amount to cover the expenses (e.g. insurance, maintenance). For-profit ventures will be charged an amount determined by the scale of the event.

3. Event Operation. Outside groups are required to use Athletics Department's concessionaire provider at their events. All event operations must be approved by the Director of Facilities.

Policies for recreational use:

1. When athletics or other events conflict with scheduled recreational time, students will be notified.
2. During recreational time, only students, faculty and/or qualified family pass holders may use the building. Current KUID identification is necessary for admission.
3. If any individual misuses the facility, recreational privileges may be revoked at any time by the KU Athletic Corporation, the KU Director of Recreation Services, and/or the Robinson Center Facility Director.
4. Recreational use is limited to regularly scheduled times.
5. The University of Kansas and the Kansas University Athletic Corporation assume no responsibility for injury occurring during recreational time. Policies and schedules will be prepared prior to the beginning of the school year.
6. No activities involving livestock or animals of any kind will be approved. This is deemed an inappropriate use of the University facility.

E. Utility rate charge per hour (based on current utility rates).

Costs of utilities may be billed for use of campus facilities. Rates may vary among University affiliated and non-affiliated organizations as well as profit and non-profit organizations.

E. Lied Center base fee schedule. (August 2001, subject to change.)

Facility	Off-Campus, Admission Charged	Off-Campus, No Admission Charged	On-Campus, Admission Charged	On-Campus, No Admission Charged
Full theatre				
2,020 seats	\$2000 vs 10%	\$1325	\$1000	\$330
2 nd performance, same day	\$1000 vs 10%	\$650	\$500	\$165
Main Floor Only				
1,182 seats	\$1650 vs 10%	\$1150	\$825	\$330
2 nd performance, same day	\$825 vs 10%	\$575	\$400	\$165
Main Lobby				
4 hours or less	\$575	\$375	\$330	\$330
Upper Lobby				
4 hours or less	\$750	\$500	\$330	\$500
Both Lobbies				
4 hours or less	\$1000	\$650	\$500	\$500
Dance Rehearsal Room				
4 hours or less	\$330	\$165	\$250	\$125

Green Room, Reception Area, and Courtyard available for fee, subject to negotiation.

Notes:

1. Full theatre and main floor rentals include use of appropriate lobby and support space.
2. In some cases, there are additional charges for equipment, personnel, ticket office, etc. Lied Center staff will evaluate needs of individual events and estimate same for each user

3. Steps needed to procure usage of Lied Center for events schedules by University groups outside the School of Fine Arts.
 - a. Request availability from Lied Center office.
 - b. Receive written acknowledgment of availability.
 - c. Obtain permission from University Events Committee (include acknowledgment form from Lied Center indicating availability).
4. Box office charge of \$.50 per ticket for on-campus groups using Lied Center box office. Box office charges for off -campus presenters are available in the Lied Center Guidelines.
5. Maximum capacity of the auditorium, for fire and safety requirements, is 2020 persons.
6. On-campus organizations in partnership with an off -campus commercial entity will be bound by the off-campus guidelines and fees.
7. Priorities 1, 2, and 3 are exempt from fees. (See Lied Center Scheduling Priority Guidelines, available from Lied Center Office.)
8. The only on-campus presenters authorized to bring professionally produced off campus productions into the Lied Center are: Lied Center; Department of Music and Dance; University Theatre; and SUA.

Note: Approved by the Executive Vice Chancellor, effective August 1993.

G. Hoch Auditoria / Budig Hall Policies

The following is excerpted from the Hoch Auditoria Complex Guidelines and Information which are available from the Office of the University Registrar, the Hoch Auditoria Complex Director and the Office of the Provost.

Programs sponsored by University departments, schools, registered student/campus organizations, must be approved through the University Events Committee. Events sponsored by off campus groups must be arranged and managed through the Division of Continuing Education. Regularly scheduled classes have priority over other activities. Academically oriented programs sponsored by the University, academic departments, or schools have precedence over other programming. Normally, other programs will not be scheduled in Hoch if classes, examinations, or other academic events are scheduled for one of the auditoria.

The following procedures must be followed to schedule Hoch Auditoria for non-curricular events:

1. Determine availability and obtain the guidelines and forms for use of the Hoch Auditoria Complex from the Office of the University Registrar.
2. Confer with the Director of the Hoch Auditoria Complex on the use of the Auditoria and obtain authorization by the Director through the signed form.
3. Submit completed materials and form to the University Events Committee for approval.
4. Receive written acknowledgment of scheduling from the Office of the University Registrar,

A complete fee schedule is available from the Director of the Hoch Auditoria Complex or the Office of the University Registrar. Technical fees may be added as appropriate.

H. University Equipment

Instructional Development & Support (Room 4, Budig Hall, 864-2600) offers rental equipment for KU non-academic use. The University Events Committee must first approve any event to be served by IDS. Two-week advance reservations with IDS will better ensure availability of equipment. Contact IDS Monday through Friday, 8:00 a.m. to 5:00 p.m., for information on rates.

Tables and Chairs: Facilities Operations does not provide tables and chairs for organizations. All tables must be provided by the sponsoring organization. When an event takes place in the Kansas or Burge Unions, tables are available to campus organizations at no charge. Outside vendors are charged a flat fee. All arrangements in the Union must be made in the Kansas Union Administration Office.

I. Regulations for Scheduling and Use of Danforth Chapel

Danforth Chapel will be open from 7:30 am to 10:00 p.m. daily. It is available for scheduled use for student organizations during the following hours: 7:30 to 8:30 a.m., 11:30 to 1:30 p.m., and 6:30 to 10:00 p.m. No group may schedule more than one (1) hour per day, and, no group may schedule more than three weekday hours per week. The limit of one hour per day also applies to weekends, but weekend time over and above the three-hour weekday limit may be scheduled. Requests for use of the chapel may be renewed each semester. Weddings, funerals and baptisms that are scheduled through the Student Involvement & Leadership Center take precedence over and may pre-empt all other scheduled activities in Danforth Chapel. These guidelines were developed by the Office of the University Registrar and the University Events Committee in 1975-76.

J. Use of the Kansas and Burge Unions.

Policy Guidelines on Posters, Easels and Tables in Public Areas of the Unions.

There will be no record players! P.A. Systems, or projectors operated in the public areas of the building without specific approval by the Director of the Union:

1. Booths and/or tables are available for reservation in the fourth floor lobby:
 - a. Space may be reserved up to one week at a time.
 - b. Space must be staffed and traffic not impeded (as determined by the Kansas Union management).
2. Easels will be prohibited as a means of publicity except for special announcements, as determined by the Kansas Union management.

SUA Concerts and/or Shows. These are held primarily in the Kansas Union Ballroom. Each production must be planned to meet the requirements of that particular production. Copies of contracts and requirements are to be in the hands of Facilities Operations a minimum of two weeks in advance of each show to allow adequate scheduling of personnel and equipment. This is even more important when the show follows another major event (i.e., football game, basketball game, relays, Homecoming, etc.) These shows are on an overtime basis, and lead time must be adequate to insure that personnel are available.

K. Policy on Hanging Banners on Campus Buildings

Student/campus organizations and university units may request to have banners displayed on Wescoe Hall. Up to three banners may be placed on Wescoe Hall at anyone time. Normally, a time limit of one week will be allowed for a banner. Exceptions to the one-week limit may be granted by the committee based on need and space availability. Arrangements to have the banner placed must be made by the requesting party to Facilities. Any costs incurred will be the responsibility of the requesting party

Temporary exterior banners and signage on other campus buildings fall under the purview of the university units residing in those buildings and for events of their sponsorship. Mechanisms used to hang banners must be approved by and installed by Facilities Operations.

In all cases where the banner includes the name or trademark of a commercial sponsor, the *University Standards for Commercial Advertising and Financial Sponsorships* shall apply.

L. Policy on Use of Bulletin Boards

1. The use of bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room. Bulletin boards or portions thereof that are clearly marked for use by University units or by recognized entities representing University employees (e.g., Kansas Association of Public Employees) may not be used for commercial advertising or other non-unit related information. Such materials may be removed immediately and without notice to the sponsoring group.

Examples: Instructional information includes course syllabi, assignments, information, about lectures, or events related to the content of the courses, or others: relevant materials posted by the instructors. Materials posted by University units may include notices about classes; departmental meetings; scholarship, study, or employment opportunities; or lectures, exhibits, or performances sponsored by the school or department.

2. Those bulletin boards designated "public bulletin boards" located at various campus sites are intended primarily for use by students, faculty, and staff. Informational materials may be posted only on public bulletin boards. Such materials may not be posted on walls, exterior doors, chairs, utility poles, bus stops, newspaper distribution boxes, or other surfaces that are not designated for such purposes. **Such materials are subject to immediate removal without prior notice to the sponsor, and the sponsor may be billed for costs related to removal, clean up, or repair. In the case of commercial advertisements, both the company and whose products or services are being advertised and any advertising agency or group responsible for the postings may be billed for such costs.**

M. Concert Regulations

Because of conflicts in planning, scheduling and charging for major events brought to campus, the University Events Committee operates under the following guidelines to govern requests to bring entertainment to campus for which a charge is made and for which the University's facilities are used.

1. Entertainment brought to campus must be presented at the lowest price consistent with a balanced budget.
2. All fiscal records relating to the event, including ticket sales, must be available for auditing by the Business Office.
3. Unanticipated profits must be used for the benefit of the student body. Petitions to the University Events Committee must state the proposed use of unanticipated profit.
4. University facilities will not be made available to promoters unless they are operating through a registered student group that takes full responsibility for the event.

N. Special Events Staffing

All events require prior planning and notification so that adequate personnel and equipment can be made available. Since most of these events are at night or on weekends, overtime is required and prior scheduling is a must if personnel are required. On weekends, it is difficult to employ the necessary staff unless there is advance planning and a commitment from the necessary personnel. Complete arrangements must be made with Facilities Operations and the KU Department of Public Safety. (Copy of Addendum 101 from the Chancellor's Office, June 7, 1975.)

O. Outdoor Events

The University Events Committee or the designated scheduling officers are responsible for reviewing and approving outdoor events sponsored by registered organizations or University units at the locations listed below.

The University Events Committee must approve any outdoor event that requires use of one of the designated spaces listed below or amplified sound equipment. Such events may include concerts, lectures, performances, exhibits, displays, and promotions. Event locations must be approved by the committee and events must be sponsored by registered organizations or University units.

A proposed event will not be approved for a specific location if it would be disruptive to classes (for example, amplified sound) or other scheduled events or to the ordinary activities of the University. Outdoor displays must be sponsored by a registered organization or University unit.

To provide opportunities for the many registered organizations, generally events will be approved for no more than three days in any one semester. However, the committee may approve art displays showcasing student work for a period of up to two weeks. The Public Art on Campus Committee is responsible for approving art displays of longer duration. Exceptions to the three-day limitation may be granted for events sponsored by University administrative or academic units. Displays, equipment, or other materials associated with events that have been approved for more than one day must be removed at the end of each day. In accordance with section Q of these guidelines, overnight camping is not permitted. Normally, the Committee will approve amplified sound for such events only if it will not disrupt classroom instruction or the ordinary activities of the University. The name of the University sponsoring group must be clearly indicated by signage. Student organizations that violate university policy are subject to disciplinary action under the Code of Student Rights and Responsibilities. The University bears no liability for damage to or theft of event materials.

Many outdoor events require assistance from University units such as Facilities Operations, Parking and Transit, and the Office of Office of Public Safety. Organizations scheduling events are advised that materials and personnel costs incurred by Facilities Operations or Parking and Transit in conjunction with such events must be paid by the organization.

The following list of outdoor spaces that may be reserved through the University Events Committee approval process provides information about uses that are appropriate for specific areas and factors that must be taken into consideration when reviewing requests for use. In addition to the spaces listed below, the University Policy on Public Assembly Areas, available at <https://documents.ku.edu/policies/provost/PublicAssemblyAreas.htm>, identifies several outdoor areas that may be used by internal or external entities for such purposes. The policy also describes the procedures that groups must follow to register for use of the identified spaces. See <https://documents.ku.edu/policies/provost/PublicAssemblyAreaRegistrationForm.pdf> for the registration form.

Outdoor spaces that are not included in the following list or in the list that appears in the Policy on Public Assembly Areas are available for use only to University units and only if express permission has been granted by the Office of the Provost.

Core Campus:

1. Allen Field House Lawn. Generally activities on Allen Field House lawn are restricted to classroom-related activities and informal recreation. The space is inappropriate for concerts because heavy traffic in the area constitutes a safety hazard and the use of amplified sound would disturb classes in nearby facilities and affect adjacent residential areas. Requests to use of Allen Field House lawn for purposes other than classroom activities and informal recreation will be considered by the UEC on an individual basis and in consultation with the Office of the Provost and Kansas Athletics, Inc.

2. Potter Lake and Potter Lake Pavilion. Swimming, wading, diving, jumping, skating, and sledding in or on Potter Lake are prohibited due to health and safety concerns. Potter Pavilion may be scheduled through the Student Involvement and Leadership Center for small events, such as picnics which do not require amplified sound or a large crowd of people. University Events Committee approval is necessary if there is amplified sound. Amplification must not disturb classes. If a large crowd is expected at the event, the sponsoring organization will be required to provide portable restrooms for the duration of the event. Electrical power for equipment is available in this area; however, access by vehicles to the pavilion is somewhat limited.

3. Plaza, Kansas Union. This area is available for scheduling through the Memorial Unions. However, approval of the University Events Committee is required. The committee will assess the size of the anticipated crowd and the necessary amplification for the event. Musical performances, lectures, and displays are considered appropriate for this area if the target audience is passersby and the noise level is limited.

4. Lawn areas adjacent to Wescoe Hall, Stauffer-Flint Hall, Fraser Hall, and Watson Library. These areas may be appropriate for some events depending on classes in session in the area, the time in the academic year, and the size of the expected crowd. Amplified sound disturbs classes and will not be approved.

5. Parking lot 91 and the balcony over the Kansas Union tunnel. This parking lot and balcony are available for scheduling if the event is held after 6:00 p.m. and if regular University activities

allow the parking lots to be pre-empted for other use.

6. Terraces outside the Burge Union. This area is available for scheduling through the scheduling office of the Kansas Unions with approval of the University Events Committee. Amplified sound must not be disruptive to classes and other scheduled University activities.

7. Robinson Center Athletic Fields. Scheduled by the Robinson Center Facilities Director.

8. Wescoe "Beach". Information table space may be reserved in front of each of the concrete planters. Scheduled by the Events Committee.

9. Strong/Spencer Terrace: The Terrace located between Strong Hall and the Spencer Research Library is scheduled by the University Events Committee. The following regulations for use apply: a) Event set-up and take-down is to occur when the Library is not open for regular service, 8:00 a.m. -5:00 p.m. Monday -Friday and 9:00 a.m. - 1:00 p.m. on Saturday; b) Nothing is to be attached to either building by use of tape or other adhesive; c) No signs (paper, chalk or other media) are to be attached to the Terrace surface, walls, windows, doors, limestone benches and light fixtures; d) After the event and prior to the next opening of the Library, the area is to be cleaned by the sponsoring group, such that there should be no evidence that an event was held; e) All existing lighting will be left turned on and will not be tampered with; and f) Groups are expected to monitor the behavior of those attending as any damage will become the responsibility of the sponsoring organization.

West Campus:

1. Most West Campus areas may be scheduled through the University Events Committee. Amplification of sound equipment is not so great a problem in this area because of the distance from classroom buildings and residential areas.

2. Shenk Complex/23rd and Iowa. Scheduled by Recreation Services.

Adams Campus:

The Adams Campus Outdoor Education Center is a low element challenge course located south of Lawrence, just Southeast of Clinton Lake. Scheduled by Recreation Services.

[Section III.O updated by the Office of the Provost and Executive Vice Chancellor in consultation with the Office of the General Counsel and the Director of the Student Involvement and Leadership Center/Chair, University Events Committee and approved by the Interim Provost and Executive Vice Chancellor on June 25, 2010, effective July 1, 2010; updated May 5, 2011.]

P. Security

If, in the determination of the Director of Public Safety, special or additional security arrangements must be made for an event, any overtime or extra personnel costs normally will be charged to the University sponsoring organization.

Q. Camping Policy

Camping, overnight sleeping in the open, or erecting a temporary structure for use as a living accommodation on campus grounds is prohibited. Temporary structures include tents and sheds. (Approved by Executive Vice Chancellor effective March 3, 1988)

R. Policy on Smoking in Non-Residential Buildings on the Lawrence Campus

Smoking is not permitted in any Lawrence Campus or Edwards Campus building, or in the facilities of the KU Public Management Center in Topeka. Smoking also is prohibited in the Kansas and Burge Unions, the Adams Alumni Center, and the facilities of the KU Center for Research, Inc (KUCR). In Memorial Stadium, smoking is permitted only in designated areas on the east and west ramps. It is prohibited in the press box, concourses and all seating areas.

Each campus building has at least one fully accessible smoke-free entrance. These entrances are clearly marked and no smoking is permitted within a twenty-foot radius of them. Smoking also is prohibited in any other outdoor areas where "No Smoking" signs are posted. (Implemented July 1, 1993; updated September 28,2000.)

S. Alcohol Regulations -State Law and University Policy Concerning Alcohol and Cereal Malt Beverage

Kansas Law. Purchase, possession, and consumption of alcoholic liquor or cereal malt beverages (3.2% alcohol content) are prohibited by anyone under the age of 21.

University Policy. The consumption of alcoholic liquor on the campus of the University of Kansas is prohibited by State statute except under special circumstances provided by law.

ADDENDUM

Regulations Governing Use of Alcoholic Liquor at University Events .

Control Commission, official University academic and administrative units and University affiliated organizations may serve alcoholic liquor at approved events in designated nonclassroom areas on the University campus.

Alcoholic liquor service may only be provided at campus events which are related to legitimate functions of the University. Such events cannot be opened to the general public and only members of the sponsoring organizations, their spouses and invited guests may participate. Such events may not be of a commercial nature, but rather occasions which are luncheons, dinners or receptions in honor of certain individuals, and which occur in connection with official University events and/or fund-raising activities for University programs.

The following guidelines will be observed in serving alcoholic liquor at approved University events and locations (except that the Regulations Governing the Use of Alcoholic Liquor in the Scholarship Suites at Memorial Stadium shall govern the use of alcoholic liquor there):

- A. No liquor license will be held by the University of Kansas or by any units of the University. No sale of alcoholic liquor is permitted on the University campus.
- B. At all times, the serving of alcoholic liquor on the KU campus will be in compliance with the Kansas Liquor Control Act.
- C. All events on the University campus at which alcoholic liquor will be served must be approved by the Chancellor. A University unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the Provost for review prior to any public announcement, but in no case less than two weeks before the event. The Provost shall recommend to the Chancellor whether the event should be approved. The University Events Committee will not hear a request for an event that includes alcoholic liquor without prior approval of the Chancellor.
- D. Alcoholic liquor served at approved campus events must be provided by the group or organization hosting the event.
- E. The Kansas and Burge Unions (Union) shall be the exclusive caterer of alcoholic liquor on campus. They shall provide all qualified personnel necessary for and have full control over dispensing alcoholic liquor at approved events. The Union may furnish, for a fee, all setups and services needed. The Kansas Union will adhere to the following definitions and regulations in its capacity as the caterer of alcoholic liquor:
 1. The terms used herein shall have the following meanings:
 - a. Events, as used in this policy, shall mean prearranged functions not advertised to the general public and limited in attendance to members of the sponsoring organization(s) and their guests.
 - b. Members - shall mean the basic makeup of the sponsoring organization.
 - c. Guests -shall mean the spouse of a member of a sponsoring organization and/or invited personal friends of a member in attendance.
 2. The length of pre-dinner alcoholic beverage service shall be determined between the sponsoring organization and the Union. A service period of between one hour and an hour and a half is advised.
 3. It shall be a responsibility of the Union to designate those areas in approved buildings that have appropriate and adequate facilities for the service of alcoholic beverages and for control of the patrons to be served.
 4. No alcoholic beverages other than those served by the staff of the Union may be dispensed.
 5. Members and guests of the sponsoring organization may not carry alcoholic beverages outside the area in which they are being served.

6. The Union reserves the right to refuse alcoholic beverage service to any Individual under the age of twenty-one or who appears to be intoxicated. Staff members in charge shall have this authority.
- F. Alcoholic liquor shall be defined as those beverages containing alcohol, including beer, wine, spirits, etc., but does not include cereal malt beverages. Unused quantities of alcoholic liquor shall remain the property of the host group or organization and will be removed from University property at the conclusion of the event. Non-alcoholic beverages and food must be provided at all events where alcoholic liquor is served.
 - G. Use of alcoholic liquor is permitted only for approved events held in Allen Fieldhouse, Anschutz Sports Pavilion, the Art and Design Gallery, Continuing Education Building (Commons and Patio areas), Green Hall (Rice Room), Hall Center for the Humanities (Watkins Home), James Naismith Society Room (Athletic Complex Expansion), the Kansas and Burge Unions, Lied Center, Lippincott Hall, Murphy Hall, Museum of Natural History, the Edwards Campus (designated areas), Spencer Museum of Art, Spooner Hall, Summerfield Hall (School of Business Placement Center) or Scholarship Suites (Memorial Stadium, in accordance with specific regulations for that location.)
 - H. **Alcoholic liquor services shall be available from 10:30 am. until midnight daily.**

Approved by the Chancellor March 1, 1988. Amended July 22, 1988; November 16, 1993; August 31, 1994; November 12, 1996; November 6, 1998; March 22, 1999; July 6, 2000; November 28, 2011.