

Gatton College Event Policies and Procedures (University – Non-Gatton)

The Gatton College building is an academic space serving the needs of Gatton College students, faculty and staff. As staff capacity permits, the college also allows the UK community some access to selected building facilities on a case by case basis. The building is not a conference center, and the college does not provide staff support for non-college events held in the building.

To accommodate Gatton space needs, University faculty, staff and students who are not part of the Gatton College may request event space no earlier than 6 months prior, and no later than seven business days prior to the event.

Our part time Director of Events will assist you and the University's Events Management Office in scheduling space, and share expertise regarding what works well in the building. The planning, coordinating, staffing, and executing of your event is your responsibility. We ask that you plan your event early and come ready to be flexible.

Gatton College Building Hours of Operation

Fall & Spring Semesters

Monday-Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 5:00 pm
Saturday-Sunday	Closed

Summer Semesters

Monday-Friday	7:00 am – 5:00 pm
Saturday-Sunday	Closed

The Gatton building is closed for all academic holidays and university breaks

Gatton Staff Business Hours – M-F, 8:00 am-5:00 pm

Available space includes Kincaid Auditorium, Woodward Hall events space, selected classrooms and conference rooms. ***The Gatton Atrium and Group Study Rooms are not available for reservation.***

Evenings & Weekends

Outside of the Gatton building's operating hours, University groups may only request Kincaid Auditorium and Woodward Hall events space. Classrooms and conference rooms are not available to non-Gatton groups outside of operating hours. Exceptions may be made if these rooms are used in conjunction with Kincaid and Woodward. Events of fewer than 50 or more than 500 attendees are not accommodated outside of operating hours.

Requirements and Fees for all non-Gatton events in the Gatton building

On the day of the event, the individual/department/organization in whose name the reservation is held (responsible party) must arrive at least 30 minutes before the event start time, and remain after the event for cleanup of the room or rooms used. Rooms are to be left in the same arrangement and condition they were found in.

The responsible party must work with Securitas and the Gatton Events Crew to ensure all event attendees have left the building, all technology in the room is turned off, furniture is returned to its proper alignment, lights are turned off, and the doors to the room(s) are securely shut and locked. If food has been served, the responsible party must coordinate with Custodial Services or the Gatton Events Crew to ensure all service items and food trash is bagged and removed. An official representative of the responsible party (university faculty or staff member) must remain on site throughout the event and cleanup time.

- **Custodial Services** – University groups requesting space in the Gatton building for any events or meetings with food present, or any events outside of the building's operating hours, will be required to hire additional custodial services from UK PPD at the group's cost. The Gatton Facilities Director will determine the number of custodians and the times they will need to be present. The Director of Events and Facilities Director will assist you in contacting PPD to set up the full service required and you must provide your cost center. At the discretion of the Gatton Facilities Director, the Gatton Events Crew may be hired for trash disposal for smaller events or meetings.
- **Security** – University groups requesting space in the Gatton building who are approved for events outside of the building's operating hours are required to hire additional security services from Securitas at the group's

cost. Please see the "Security" section below for details. The event sponsor will be required to coordinate with Securitas and the Gatton Facilities Director and make payment arrangements directly with Securitas.

- **Gatton Events Crew** – University groups requesting event space in the Gatton building will be required to hire Gatton events crew workers for setup of room(s), assistance with questions, and oversight of the group while in the building. The Gatton Director of Events will determine the number of crew members necessary, and the responsible party will be invoiced and charged for their services. The college and the events crew do not provide security, copying, office supplies, or other administrative services.
- **IT Services** - University groups requesting space in the Gatton building who are approved for events outside of the Gatton IT staff's business hours will be charged for any IT services required. Please see "Technology and Audiovisual Support" section below.

Please consult the Gatton Services Fee Schedule for specific costs. Failure to meet these requirements may result in a service charge or denial of future services.

All requests for space in the Gatton College will be reviewed by the Gatton Director of Events. After the space request is approved, the University of Kentucky Events Management Office will gather the information they need to confirm the event for the group, and will process all event details. **The space is not reserved until you have received a confirmation from the Gatton Events Director and the EMO Office.**

Gatton space is in extremely high demand, and not all Gatton spaces are reservable. Gatton spaces, especially Woodward Hall, may not be available even if they appear to be open. Because the building is primarily academic space serving the Gatton College, University faculty, staff and students who are not part of the Gatton College may request event space no earlier than 6 months prior, and no later than seven business days prior to the event.

Any requests from non-Gatton parties more than 6 months out will be declined and not reserved. Last minute requests for room changes or additional rooms are not accepted outside of Gatton's business hours (Mon.-Fri., 8:00 a.m.-5:00 p.m.) and will not be accommodated. The college reserves the right to decline events based on both building demand and the college's staff capacity. The UK EMO will assist you in finding equivalent space for your event.

Events held in the Gatton College must adhere to the following standards and procedures.

GATTON COLLEGE SPACE USAGE PROCEDURES

Setup/Cleanup of All Gatton Spaces

The responsible party will be responsible for coordinating with the Director of Events to ensure the room is set up as desired ***AND is returned to the standard setup after the event is over.*** The responsible party will coordinate with the Gatton Events Crew to ensure the space and all its furnishings and equipment are in a neat, clean and orderly condition, with all equipment turned off and doors secured. If event participants have used other communal parts of the building (e.g., the Atrium) the responsible party will ensure that space is also cleaned up and trash removed. All events require Gatton Events Crew support throughout the event.

Food and Beverages

Food and beverages are only allowed in Woodward Hall and selected conference rooms with permission. When food is served during any event, the responsible party will coordinate with PPD and the Gatton Events Crew when the event is complete to ensure all service items and food trash is bagged and removed, and that any caterers have cleaned up their service and have returned the kitchen, refrigerators, appliances and other related service spaces to their original state. For events held after normal business hours or on weekends, the responsible party must ensure that all vendors and attendees have left the building at the end of the event.

Failure to meet these requirements may result in a service charge or denial of future services.

ALCOHOL REQUIREMENT for ALL events: Alcohol may only be served at events in Woodward Hall. Alcohol is not permitted in any other Gatton building space. If alcohol is to be served, full service catering is required with a licensed bartender, and the event must be approved by the University of Kentucky Events Management Office. This may take extra time, so these events must be scheduled a minimum of **21 days** in advance. Student groups (undergraduate or graduate) are not allowed to have alcohol at the Gatton College. Official university events with faculty/staff that also include students may serve alcohol, but must arrange with the licensed bartender for a system to check identification, and receive additional approval for this piece from the Events Management office.

Technology and audiovisual support

Most rooms contain computer access with projection screens and a clicker (room specifics below). Classrooms and Kincaid Auditorium also offer Echo 360 video recording capability (this is NOT available in Woodward Hall.)

Podiums and some tables in all spaces are NOT movable due to attached technology. Please do not attempt to move the podiums or tables. Charges for any damage will be assessed to the responsible party, and may result in future refusal of services. For events requiring technology service outside standard support, or any event held after normal business hours or outside the Gatton building operating hours, fees will apply.

Onsite IT support is required for all events in Woodward Hall and Kincaid Auditorium. You must enter this IT/AV information as part of your space request. This will let the Gatton Technology Center know your event is happening, and ensure the technology you need is present.

If you will need IT/AV staff support during any meeting not in Woodward or Kincaid, you must specifically request for a staff member to be present throughout your event when you make your space request. For events during Gatton staff regular business hours, standard IT support for using the room PC and presentation system will be provided by the Gatton Technology Center.

Equipment and Other Regulations

Additional items are available:

- Extra 6 or 8 foot tables for registration, vendors, or other needs. Must be reserved through the events director.
- Sign holders for directional signage (print your own 8.5"x11" page with text and affix it to the signs).

Prohibited Items

Nothing is to be taped, tacked or otherwise adhered to any walls, doors, windows, trim, countertops or any other surface in the building in any manner. Directional signage is limited to the Gatton branded signs provided, and the digital screens at each entrance. Screens are also available outside Woodward Hall and Kincaid Auditorium. Confetti, glitter, streamers and any open flame candles are prohibited. (LED candles are permitted).

SECURITY

For events outside operating hours, professional security is required. All events outside operating hours must use the main college entrance on the top of Administration Drive (2nd floor) only. All other exterior doors will be locked and must not be propped open.

Doors in the Gatton facility are on an electronic locking system. Only the doors for reserved spaces will be scheduled to auto-unlock by the Facility Director based on the timeframe the event is scheduled. Unless requested differently, they will auto-unlock 30 minutes prior to and auto-lock 30 minutes after the scheduled time as it appears. Please remember to schedule for your prep and cleanup time or you may be locked out.

Security must be scheduled by the responsible party with Securitas a minimum of **two weeks** in advance. The Director of Events and Facilities Director will assist you in contacting Securitas to set up security. Security costs will be billed directly by the security company to the responsible party. You must provide written proof (email is acceptable) that Securitas has been hired for the entire time required or your reservation will be cancelled.

The security guard is required to be present **30 minutes before** the first person enters the building, including the responsible party and any catering services, and until **60 minutes after** the breakdown of the event and the exit of guests, *including the responsible party.*

Security may also be required for other events as determined by the Gatton College. For large events or high-profile guest/speakers, the university may require security from UK's Police Services, which must be scheduled at least two weeks in advance. The University EMO will work with you to assess if this is necessary and determine cost.

SPACE USAGE INFORMATION

Photographs, room capacities, and room setup information is available at Gatton.uky.edu/facilities

Woodward Hall

Setup

Woodward Hall's standard set up is 8 round tables that hold 8 chairs each for a count of 64. Table linens are required for all "food-related" events in Woodward Hall, and are available from your caterer.

All events in Woodward Hall require Gatton Events Crew support. For events with fewer than 50 attendees, one worker is required; events with more than 50 require additional crew members as determined by the Director of Events. Alternative room setups may require additional crew members for setup and breakdown. Crew members will work with the responsible party to ensure the space(s) are set up prior to the event, cleaned and reset after the event, ensure the caterers have completed cleanup, have not left anything in the kitchen refrigerator or other appliances, and all vendors and attendees have left the building. Fees will apply.

Woodward Hall includes an outdoor Terrace with views of central campus and a Pre-Function Area with lounge furniture and a countertop for appetizers or drinks. If you wish to use either or both of these spaces as part of your event in Woodward Hall, you must request them when you make your space request.

Technology and audiovisual support

A non-movable podium with microphone, computer access, 2 projectors/screens along with clicker are available in Woodward Hall. **(Please see "Technology and Audiovisual Support section above).**

Kitchen

A kitchen is available with a sink, dishwasher, refrigerator and a free standing ice machine. Two 8ft tables are also available for use in the kitchen for food prep. Kitchen must be cleaned upon departure with trash being tied up and removed by PPD Custodial Services or the Gatton Events Crew.

Alternate Room Layout Options for Woodward Hall.

- Hold 88 – with podium/food buffet table. 11 rounds of 8.
- Holds up to 150 - Reception Style – 3-4 Round Tables & 3-4 Cocktail Round Tables

Kincaid Auditorium

- Theatre Seating for 500
- 2 Levels – Lower Level holds 350, Upper Level holds 150
- No food or drink is permitted in Kincaid Auditorium

Technology and audiovisual support

- A non-movable podium with microphone, computer access, 2 projectors/screens along with clicker are available in Kincaid Auditorium. **(Please see "Technology and Audiovisual Support section above.)**

Conference Rooms

Food is allowed in the Conference Rooms, and cleanup by PPD or coordinated with the Gatton Events Crew is required. A projector/screen or display monitor, computer with USB port and laptop hookups, are available. **Selected tables in the conference rooms are NOT movable due to attached technology.** Please do not attempt to move the tables. Charges for any damage will be assessed to the responsible party, and may result in future refusal of services. **(Please see "Technology and Audiovisual Support section above.)**

- 223J – holds 16-20 people
- 330 – holds up to 28 people
- 435U – holds up to 24
- 435V – holds up to 24
- 435 UV – holds up to 48, classroom style

Classrooms

Food is not allowed in Gatton classrooms. A non-movable podium and microphones, projector/screen, computer with USB port and laptop hookups, whiteboards and video recording through Echo 360 are available.

Podiums in the classrooms are NOT movable due to attached technology. Please do not attempt to move the podiums. Charges for any damage will be assessed to the responsible party, and may result in future refusal of services. Some features may require IT support throughout your event (**Please see “Technology and Audiovisual Support section above.**)

- 45 seat, 65 seat and 85 seat classrooms are available (class schedules permitting).

Garden Plaza

Outdoor events in the Gatton Garden Plaza are controlled through the University of Kentucky Events Management Office, not the Gatton College. You may request this space through the EMS system, who will consult with the Gatton College to ensure there are no conflicts with college events prior to approval. Once approved by UK EMO, these events are subject to the same procedures as indoor events, but because of their public nature there may be additional considerations.

CATERING REQUIREMENTS

Caterers pre-approved by the Gatton College are below. These caterers know our setup and all university regulations. Using caterers outside this list is possible with permission from the Gatton College.

Gatton suggested caterers for the building:

- Catering by Donna
- Bayou Bluegrass Catering
- Bluegrass Catering
- Season’s Catering
- UK Catering

For informal meals or receptions with food, drop-off catering is permitted. Alcohol is permitted only in Woodward Hall and requires approval by the University of Kentucky’s Events Management Office. Any alcohol service must be provided by a licensed caterer with a licensed bartender. (**Please see Alcohol Requirement on p. 1.**)

Parking – You may purchase passes to parking structure 5 through UK Parking & Transportation to hand to guests. Blue Line parking is available for VIP guests, but must be approved through President’s Office 24 hours prior. Directions and parking information available at: <http://gatton.uky.edu/visit-us>

Additional Resources for University Event Policies:

University Meeting Room Policies

<http://dib.uky.edu/studentcenter/sites/www.uky.edu.studentcenter/themes/Thor/Files/Forms/New%20EMS%20Folder/Meeting%20Room%20Policies.pdf>

University Regulations: <http://www.uky.edu/regs/gr.htm>