



The Office of Conference & Event Services
2016
Policy Manual

The Office of Conference & Event Services

111 ADUC
606-783-2810

The Office of Conference and Event Services (OCES) is glad that you are interested in utilizing our facilities to host your event. We take pleasure in assisting students, faculty, staff and community members with planning and executing a wide variety of events on MSU's campus. Your event will benefit from our professionalism and efficiency, which is reflected in everything we can provide, from our state-of-the-art facilities to our gourmet catering. MSU's location and amenities make it a prime destination to host events ranging from conferences and banquets to graduations and summer camps.

Our coordination services can include:

- Pre-conference and post-conference consultations to refine your service, facility, and budget needs.
- Delivery of University services such as housing, dining, parking, transportation, catering, audiovisual, and facility needs.
- Confirming arrangements and inspecting rooms as your conference approaches.

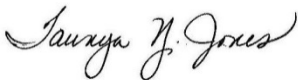
Event Scheduling Procedures

1. Book your event through the Rendezvous Scheduling System with any set-up or equipment needs. Waivers i.e.; Food Waivers, Alcohol Waivers, etc., must be turned in during the initial booking.
2. You will receive a contract that must be signed and turned in to OCES before the event is approved.
3. Once the signed contract is received you will receive confirmation of your event via email. (Three (3) business days after the contract is turned in.)

The Conference and Event Services staff stays in contact with you throughout the planning and execution of your event to ensure that all details are handled smoothly.

We look forward to helping to make your event a success!

Sincerely,



Taunya Y. Jones
Special Events Program Manager
Office of Conference and Event Services
606-783-2099

UAR Number: 121.02

Title: The Office of Conference & Event Services (OCES)

Originator: Facilities Management

Initial Adoption: 07/16/1996

Revision Dates

Purpose: Prescribes policies and procedures for scheduling and coordinating facilities for University-hosted or guest-hosted events.

Procedural References:

Other, Annual Budget Authorization

Scope: Internal and external clients using University facilities for events.

Purpose: Morehead State University strongly encourages all of its units to develop events and activities for constituencies inside and outside the University. The Office of Conference and Event Services (OCES) will assist and support all units in making arrangements for these events and activities. This UAR prescribes the policies and procedures related to scheduling and coordinating all events such as conferences, meetings, workshops, camps, clinics, symposiums and other University-sponsored or -hosted guest activities and events.

Description:

RESPONSIBILITY: It shall be the responsibility of the Office of Conference and Event Services to coordinate support services for the activities and events listed above utilizing on-campus facilities, grounds and resources. Responsibility shall include scheduling of facilities and services, approving contract, assessing fees and billing of all costs associated with the activity or event.

APPLICABILITY: The policies and procedures apply to all MSU faculty, staff, students and external users of University facilities, grounds and resources.

GUIDELINES:

Facilities will be scheduled on a first-come, first-served basis, and should be scheduled as much in advance of the event as possible. The Office of Conference and Event Services reserves the rights to deny or adjust the use of MSU's facilities if the event is not in the best interest of the university or upsets the balance of the academic calendar. The Office of Conference and Event Services has the authority to schedule groups, facilities and services in a manner that allows for the most effective use of University resources.

The Office of Conference and Event Services reserves the right to schedule major University events/activities (e.g., New Student Days, Family Weekend, Homecoming, etc.) over other University hosted events in the rare instance that this becomes necessary.

All University facilities other than those times that accommodate the regular academic schedule of classes (Monday thru Friday, 8:00 AM –4:30 PM, including evening classes) must be scheduled through the Office of Conference and Event Services.

Scheduling of resources needed to support the event or activity will be coordinated by the Office of Conference and Event Services (e.g., Dining Services, Facility Management, University Police

Department, etc.). The estimated fees will be included in any agreement/contract prior to the formal scheduling of the event/activity.

FEES/CHARGES: The Office of Conference and Event Services will establish fees and charges in cooperation with the sponsoring University department or organizer and non-University sponsor. Fees and charges will be sufficient to cover the cost of the activity and will include facility usage and support service charges as appropriate. Departmental sponsors should consider the department's revenue objectives when establishing the fee to charge for participation in the activity.

The Office of Conference and Event Services will establish procedures for enabling service providers to receive reimbursement for service.

The Office of Conference and Event Services shall establish the rates by January 1, for the next fiscal year. The rates are maintained in the Office of Conference and Event Services. The Office of Facilities Management shall invoice and reimburse University resources in accordance with the established rates.

When a scheduled event/activity is cancelled, the Office of Conference and Event Services should be contacted as soon as possible. Cancellations not received at least twenty four (24) hours prior to a scheduled event will be subject to a cancellation fee.

Users are financially responsible for any damages which occur during their use of campus facilities. Groups having outstanding bills with any University department may not reserve additional space until those charges have been paid.

University-Sponsored Events: University-sponsored events are events/activities organized and arranged by units of Morehead State University. Written confirmation of support for the event/activity by the unit director, department chair, Dean or Vice President must be provided to the Office of Conference and Event Services. Only student groups officially registered in the Office of Student Activities can reserve MSU space.

University-sponsored events will generally be supported without charge for facilities if scheduled at least two (2) weeks in advance of the event. Charges related to unusual but required resources will be assessed regardless of the timing of the scheduled event. For an event/activity scheduled within less than two (2) weeks of the event/activity, support costs for the event/activity will be assessed.

University-Hosted Events: University-hosted events are events requested by agencies outside of Morehead State University. The Office of Conference and Event Services will estimate in advance, all reimbursable costs associated with an event and require that a contract or agreement regarding the use of the University facilities and resources be signed prior to the event.

Student Group Events: Student Groups Events are events requested by recognized Student organizations of Student Activities, Inclusion & Leadership (SAIL).

Approved by:

Date:

ACCESS TO UNIVERSITY BUILDINGS

Although Morehead State University is a public institution, its primary purpose is to provide an environment for education, scholarship and “real world learning”. As with all state, federal and local entities, “public” does not mean that all areas are open to the general public. There are some areas on MSU’s campus where the general public is encouraged such as athletic venues, shops and restaurants. On the other hand any space that can be requested by a user is considered limited to the use of faculty, students, staff and invited guest who have business related to the mission of MSU.

Academic and administrative buildings have normal operating hours posted on entrances. Persons remaining after the posted hours must have appropriate identification and authorization. Faculty and staff members are permitted within facilities 24 hours per day. Individual faculty/staff will be required to produce their Medeco key and a University ID card, when so requested by members of the MSU Police Department.

Students must schedule facilities through the Office of Conference and Event Services (OCES) and possess a confirmation email of their reservation and a valid University ID card in their possession and present same upon request. When using university property for activities outside of academic purposes, consider the impact of access during the times needed. Keys must be picked up from MSU Police for exterior building access and interior spaces the day of the event and returned immediately after the event. All MSU facilities require booking through Conference and Event Services (OCES) to receive key access to space.

All facilities close at 10:00pm unless previous arrangements have been made. Events lasting past 10:00pm will be accessed custodial fees per hour.

ACADEMIC AND SPORTS CAMPS

All academic and sports camps must fill out an application to hold camps on MSU properties. If it is a sports camp the group must provide a certificate of insurance fourteen (14) days before the start of camp stating:

- Minimum General Liability coverage of \$1,000,000 naming Morehead State University as an Additional Insured.
- Minimum Sexual Abuse coverage of \$1,000,000
- Coverage of Workers Compensation, limits per Kentucky State Statutes must be marked on the Certificate of Liability Insurance.
- Proof of automobile liability for any vehicle that may be on the campus must be evident on the certificate.

Camp counselors/supervisors must complete Sexual Harassment Training provided by MSU.

Once housing availability has been confirmed a contract will be sent to the requester and then the camp can be advertised.

- Payment is due upon receipt of invoice. If payment is not received within 30 days, then the account will be considered delinquent and it will be sent to University collections.
- Residence Hall room assignments will be made by MSU; however, each group will be responsible for pairing participants and providing roommate assignment information to Housing.
- Camp directors are responsible for reading all information related to the expectations and guidelines of MSU and ensuring that members of their group adhere to these expectations and guidelines.
- Camp directors are required to do a walkthrough of the residence hall with a Housing staff member prior to arrival.
- Camp directors/chaperones are required to stay in the residence hall with the participants. They cannot stay at a hotel.

SCHEDULING PRIORITIES

University facilities are the property of Morehead State University and are subject to all applicable state laws, rules, and regulations.

Non-university individuals or groups can schedule use of university facilities within certain limitations.

The following priority system is used for scheduling non-athletic facilities:

1. Academic classes
2. Academic-related activities
3. Activities sponsored or co-sponsored by the university or a university group
4. Activities sponsored by a non-university group

The following priority system is used for scheduling athletic facilities:

1. Athletic events, contests and team practices
2. MSU departments and organizations:
 - a. Academic classes
 - b. Band
 - c. Intramurals
 - d. Club sports
 - e. Other student organizations or MSU departments
3. Facility rentals

A non-university group may reserve facilities by contacting the Office of Conference and Event Services (OCES). Requests by non-university groups to use university facilities for activities which are in competition with the university's educational or cultural offerings (classes, seminars, and so forth), will not be approved. Determination as to whether competition exists is made by OCES.

OCES reserves the right to change facility assignments or to cancel any previously scheduled facility if such change or cancellation is made to meet university needs. The university is not responsible for any costs or damages suffered by a sponsoring group as a result of such change or cancellation.

RESPONSIBILITIES OF ALL GROUPS/INDIVIDUALS AND / OR SPONSORS USING MSU BUILDINGS, FACILITIES, OR GROUNDS

Groups, individuals and sponsors using university facilities must conduct its event in a manner that complies with all policies of MSU. The sponsor assumes total responsibility including, but not limited to, financial and legal obligations for an event using university facilities. Groups and individuals who sponsor an event are responsible for any loss or damage by the university resulting from their occupancy of university facilities.

RENTAL CHARGES AND EXPENSES

Events on MSU's campus do not have a fee associated with reservation of space for university departments or registered student organizations unless the event charges admission, has conference/class fees, exhibit fees, or any other exchange of funds. Registered student organizations may be exempted from this charge by notifying OCES via email that admission is being charged for philanthropic or organization fundraising purposes. This exemption does not apply to vendor sales or other external/third party involvement with registered student organization events.

Charges are assessed to all groups for direct expenses incurred as a result of occupancy beyond regular hours, special equipment, setups, services, and personnel required to service an event.

Payment of all charges for the use of university facilities and services is the responsibility of the group and/ or the agent representing the group.

SAFETY AND SECURITY

Compliance with all safety and security laws is the responsibility of the sponsoring group or individual, but MSU Police have the ultimate authority to ensure compliance with all rules, regulations and laws. Persons present on MSU property are subject to the authority of the MSU Police.

PET POLICY

Pets are not permitted in MSU facilities. The MSU Eagle Handbook states that it is a violation of University policy to have “an animal, other than those trained and required for service to people with disabilities, in a University-owned facility.”

We ask those who bring their dogs to walk on campus to respect the grounds, those who care for our facilities and others who enjoy the beauty of our campus by cleaning up and properly disposing of the waste that your pet leaves behind. You are also asked to keep your dog leashed while on campus.

DECORATION POLICY

The burning of candles in MSU facilities is prohibited. Candles are not permitted in university facilities. Flameless candles are recommended. Any organization that violates this policy will be responsible for any damages that may occur due to their negligence and may lose scheduling privileges.

Paint, spray paint, glitter, confetti, sand, sequins, rice, etc., may **NOT** be used in MSU facilities. If bird seed is to be used for an event, prior approval must be obtained from OCES.

Staples, nails, thumb tacks, duct tape, packing tape, masking tape, electrical tape, poster putty or anything that may leave a residue or mark behind are not permitted to be used to hang decorations. If an organization has a question, please contact OCES.

Please do not affix anything to projection screens or light fixtures.

Blue painters tape may be used to affix decorations to walls, Pipe and Drape curtains and tables.

Decorations may only be used in the room reserved.

Any damages resulting in the removal of decorations or extensive cleanup will be billed to the individual/organization sponsoring the event.

If decorations are made out of latex materials, please let the OCES staff know.

Helium balloons must be tied to solid balloon weights or securely attached to free-standing decorations. Sand weights are not allowed. Balloons may not be taped nor tied to University fixtures, furnishings, equipment or walls.

SMOKING POLICY

•All University buildings and grounds at Morehead State are smoke-free. Please see UAR 902.01 in the appendices.

CHALKING POLICY

Chalking on campus is limited to student organizations recognized by the Office of Student Activities Inclusion and Leadership (SAIL), university groups or registered students.

Chalking is permitted only on horizontal surfaces in open areas directly washed by rain. Therefore, chalking must be on a horizontal surface not covered by a roof or overhang.

Chalking must bear the name of or be signed by the name of the sponsoring organization.

Messaging must be for a campus-wide event, including any event open to all students and is only allowed three (3) days prior to the advertised event.

Chalk material must be water soluble.

Chalking is prohibited on all vertical surfaces and on signs, light poles, buildings, walls, benches, tables, columns, railings, sculptures or art, bus stops, trees or vegetation.

Chalking offensive content is prohibited.

Chalking is prohibited during university events such as Gala or any other event presented by the Office of the President.

EXTERNAL VENDORS POLICY

Any vendor (individual, company, organization or group), desiring to engage in any type of commercial solicitation on the campus of Morehead State University shall make application for a University Sales and Solicitation Permit with the Office of the Vice President for Administration and Fiscal Services. Applications will be reviewed and a response to the application will be made within five (5) business days after the date submitted. Applications for a Permit shall include at a minimum:

1. A completed application form.
2. Copies of any required federal, state, or local occupational license or permit necessary for the conduct of the solicitation.
3. Evidence of insurance holding the University harmless from any liability that results from any action of the vendor or any representative of the vendor, and any liability that may result from the purchase, use, or consumption of any product, good or service sold or distributed by the vendor.

Please see UAR 322.01 in appendices along with the application.

AUDIOVISUAL TECH / EQUIPMENT

Weekend events needing AV assistance will be accessed per hour.

The OCES office will not assume responsibility for outside audiovisual equipment, seminar presenting equipment, etc.

Flip charts are NOT provided by the OCES office. Groups wanting flip charts must provide their own. Markers and erasers for the white boards are provided. The OCES office requests that red dry erase makers not be used on the white boards.

Requests for audiovisual technician(s) to be onsite for an event must be coordinated with OCES staff at least two (2) weeks prior to the event. Requests for onsite technicians after the two (2) week cut-off time-line will be declined. Approval for these requests is at the discretion of OCES staff.

It is the responsibility of the individual/group/coordinator to confer with OCES staff regarding audiovisual needs for events if needed. The audio visual technician takes responsibility in the consultation / clarification of equipment needs, operation instructions, and delivery to OCES clientele. Equipment not requested will not be provided. Clients requesting equipment will be provided with details pertaining to the pickup and drop off of equipment if applicable.

Audiovisual equipment that is returned damaged will not result in a charge to replace/fix the equipment. Any audio visual equipment that is not returned will be assessed a replacement fee and will be reported to the MSU Police Department.

Public Access Equipment:

Laptop
Projection unit
Portable PA
Extension cabling
A/V cabling
Portable screen (small)
Microphone (wired)

Discretionary Access Equipment:

Sound board
Loud speakers
Microphone (wireless)
Microphone (special purpose)
Portable screen (large)

TABLE/ CHAIR RESERVATIONS FOR OUTSIDE USE

If the event is a large activity on a green space on campus 5 working days are needed in advance to reserve tables and chairs from Facilities Management.

Any damage to the tables/ chairs will be charged to the person/organization who requested them.

Please do not sit on the tables.

If there is possibility of rain and there is no tent; please make every effort to move the tables and chairs to a covered area to prevent damage.

Outside lawn space is bookable from 8:00am-10:00pm each day. MSU Police will be notified of usage.

INFORMATION TABLES IN ADUC

Information Tables are scheduled through Conference and Event Services. Tables can only be booked from 10am-2pm each booking. An info table consists of one (1) table and two (2) chairs and scheduled by any active student group or university department. There are five (5) informational table in ADUC for scheduling purposes. A group can schedule a table for 3 days per week.

FOOD SERVICE

All food service requests should be made through Aramark Classic Fare Catering. Aramark is the official food service provider for MSU. Exceptions are granted in cases when Classic Fare Catering cannot provide the menu that is requested. If you wish to make other arrangements please see **UAR 332.01** and fill out a **Food Service Waiver** in the appendices.

HANDBILLS/FLYERS/POSTERS ON CAMPUS

Posting on campus is limited to recognized student organizations, university groups or registered students.

The posting of handbills/flyers/posters is allowed on any cork board in all buildings.

Handbills/flyers/posters are not allowed on windows, doors, or walls. Please use thumbtacks when posting handbills/flyers.

All handbills/flyers/poster must have the name of the sponsoring group.

After the date of the event, all handbills/flyers/poster must be removed from all area by the group or organization. If OCES removes them they will be thrown away.

POLITICAL PROGRAMS AND ACTIVITIES

University groups may sponsor a political candidate for speaking engagements only. University facilities may not be used for political fundraising activities where solicitations of funds, donations or similar activities take place. No solicitation of funds may take place for the benefit of the sponsoring political organization and/ or the political candidate. University facilities are not available to non-university groups for political fundraisers or similar activities.

Morehead State University does not support or oppose any political candidates or causes. When sponsoring a political candidate for a speaking engagement, a disclaimer should be used, such as the following: "MSU does not support or oppose any political candidates. The views expressed are those of the speaker only. The (MSU related group) is sponsoring this event."

FREE SPEECH AREA

The area of the Eagle Veterans Monument near the Little Bell Tower is designated as the University's free speech area. Like many of those in place on other public campuses, MSU's free speech area resulted from U.S. Supreme Court decisions in the late 1960's that said public schools could not deny any person's First Amendment guarantee of freedom of expression. However, the Court also ruled that institutions could dictate the time, place and manner of free speech in such areas. MSU's site was selected on the basis that it is centrally located and can be avoided by pedestrians who do not wish to hear what is being said.

The hours of the Free Speech Area are 10:00am-2:00pm.

PA systems are NOT permitted.

Any individual or organization utilizing the free speech zone must request to use the space through the Office of Conference and Event Services (OCES).

OCES reserves the right to move large audiences to other locations if it will be a disruption to the normal class day.

TENT USE ON CAMPUS

Student Groups:

Students may bring their own tents for use on the lawn for events. Tent usage on MSU's campus should be kept at 10' x 10'. Clearance of at least 12 feet must be maintained from buildings. No tents should be staked and should only be held down by weights; i.e. sandbags or concrete blocks. Any damage or injury occurring as the result of the erection, installation, or use of a tent shall be the sole responsibility of Student Group. MSU shall not be held liable for any damage or injury occurring as the result of the erection, installation, or use of a tent.

University Sponsored Events/University Hosted Events:

All university Sponsored events requiring tents must be scheduled through OCES.

BANNER POLICY IN ADUC

Recognized student organizations and departments are able to request banner space in the Adron Doran University Center (ADUC) through the Rendezvous scheduling system/OCES. Groups can request space for banners for up to three (3) days at a time.

The banner must measure 5' X 8' to be hung in ADUC.

If the banner relates to a specific event, the organization/individuals involved must remove it within 24 hours of the event's completion.

After the date of the event, all banners must be removed from all areas by the group or organization. If OCES removes them they will be thrown away.

TAILGATING

Tailgating prior to MSU football contests will take place in the parking lot adjacent to the Academic Athletic Center. The lot will be sectioned off for tailgating and general parking, with the second entrance serving as the tailgate entrance.

The Eagle Rally Zone is the ultimate tailgating location, which has been created to help enhance the game day experience of fans by providing a common area for food, friends and fun. The Eagle Rally Zone will open four hours prior to each game of the 2015 season, allowing fans to enjoy game day with fellow Eagle supporters.

There are two options for passes to the Eagle Rally Zone: a single-game pass or an annual pass. The single-game pass is \$30 (per car, SUV, truck) or \$75 (per RV/bus). The annual pass is \$75 (per car, SUV, truck) or \$225 (per RV/bus). Fans may also reserve a spot in the Eagle Rally Zone for groups (Greeks, reunions, etc.) at \$30 per game per spot. Contact Athletics to reserve your spot in the Eagle Rally Zone 606-783-9018.

LOST AND FOUND

The Office of Conference and Event Services maintains a lost and found at the front desk. Items are stored for 6 months or until they are returned to the owner.

Lost Eagle Cards are returned to the Eagle Card Office located on the first floor of ADUC when possible. If an Eagle Card is found at night or over a weekend, they are kept at the front desk until the Eagle Card office is open.

Some items deemed valuable may be turned into the MSU Police Department until the owner is located.

ALCOHOL & OTHER DRUGS POLICY

MSU's goal is to maintain an on-campus environment that shall be conducive to the intellectual, emotional and social growth of all members of its community. "1. No student or visitor shall have in his or her possession or consume alcoholic beverages in public or on University owned or controlled grounds or exhibit drunken behavior on university property." 2. Use, possess, or sell drug paraphernalia, marijuana, or any other legally controlled substance on University owned or controlled property. The use, possession, transfer, or sale of drug paraphernalia, marijuana, a controlled and/or illegal substance on University owned or controlled property, including residence halls, is prohibited."

-The Eagle Student Handbook, Morehead State University

Alcohol and drugs are not condoned on campus. This **does** include sporting events and all other MSU sponsored activities such as concerts, dances, etc.

Alcohol may be served as a part of an event approved under the provisions of UAR 336.01 and a completed REQUEST FOR APPROVAL OF CATERER TO SELL/SERVE approved by the CFO/VP Administration.

Please see UAR 336.01 in the appendices.

WEAPONS ON CAMPUS

The Morehead State University Deadly Weapons on Campus Policy sets forth the University's prohibitions as it relates to weapons on campus. In Kentucky Revised Statute §237.115, the Kentucky General Assembly explicitly recognizes the authority of the University to control the possession of deadly weapons on any property owned, leased or controlled by the University, including the right to prohibit possession of such weapons by any person or entity using University property or premises.

Please see Policy: PG-62 in appendices.

UAR NUMBER: 336.01

TITLE: Morehead State University Alcohol

Use ORIGINATOR: CFO/Vice President for Administration

Assistant Vice President for Auxiliary Services

INITIAL ADOPTION: 11/03/14

REVISION DATE:

PURPOSE: Alcohol on Campus

SCOPE: This regulation is in effect for all persons, at all times, who are attending classes, working, living, visiting, attending/participating in athletic events, programs, and all activities and programs on University owned, leased, or controlled property and in campus owned, leased or rented vehicles. This includes University property outside the main campus such as farm facilities, golf courses, art galleries, parking lots, performance venues, and sporting venues, and functions that are held in these facilities and venues. The possession, service, sale, transfer and consumption of alcoholic beverages on Morehead State University property is subject to Kentucky statute and University regulations developed in keeping with this regulation. All members of the MSU community are expected to obey these laws and regulations. MSU desires to provide an environment for underage students where alcohol is not made available and alcohol education and counseling programs are promoted.

PROCEDURES: Consistent with the philosophy stated in the Scope Statement, the University requires compliance with the following:

- A. Use of alcoholic beverages on MSU property shall not violate state and local laws, University regulations or procedures developed and approved by the President to implement this regulation.
- B. The possession or consumption of alcoholic beverages on University property or in any University building is **strictly prohibited with the exception of those locations and circumstances set forth in this regulation and Appendix A.**

Use in residence halls, offices and classrooms is strictly prohibited with the exception of certain instructional use of alcoholic beverages in preapproved classes/training.

Alcoholic beverages may be served and consumed at official University functions and approved non University functions only inside specific reserved locations as the President might approve. Such service shall be in compliance with this regulation and procedures approved by the President for implementation of this regulation including and be consistent with the following provisions:

Applicability: The President has designated responsibility for the regulation of the service and consumption of alcoholic beverages on the Morehead State University

campus to the CFO/Vice President for Administration or designee. The regulation of the University applies to all persons and entities in all University owned and/or operated facilities.

Limitation: Common alcohol sources (i.e. kegs, beer balls, party punches, champagne fountains, etc.) are strictly prohibited unless tended by an approved and certified server. All alcohol must be served as outlined below:

Licensing, Permit and Certification Requirements:

- a. Alcohol may be served as a part of an event approved under the provisions of this Regulation and may only be served by a licensed server.

- b. General:
 No person attending the event will be permitted to bring his/her own beverages. The sponsor must obtain or ensure that its caterer obtains the applicable Alcohol Beverage Control permits under Chapter 243 of the Kentucky Revised Statutes and must submit a copy of such permit to the CFO/Vice President for Administration or designee at least 10 business days prior to the event. In addition, the sponsor must obtain, or ensure that its caterer obtains, evidence that the server has a current certificate of completion from S.T.A.R. or TIPS and must submit a copy of such certificate to the CFO/Vice President for Administration or designee at least 10 business days prior to the event.

- c. Specific Requirements:
 The following permits are required for specific types of events as noted:

Event Type	Statutory Requirement	MSU Requirement
Private event – no fee charged	No license required	S.T.A.R. or TIPS server certification
Private event – fee charged	Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS	S.T.A.R. or TIPS server certification required
Public event - fee charged	Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS	S.T.A.R. or TIPS server certification required
Public event – no fee charged	Prohibited by KY statutes	Prohibited by MSU regulation

- d. Additional Precautions May Be Required: The University reserves the right to require additional precautions such as greater limitations including but not limited to shortened time of service, or the use of security to assist in ensuring compliance with this regulation.

Sponsor Required: Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization or association. If the sponsor is an organization or association, the sponsor must designate an individual who is at least 21 years of age to assume responsibility on behalf of the

sponsor (“Organizer/On-Site Contact”). Students and/or student organizations are prohibited from sponsoring an event under this UAR. The sponsor is responsible for:

- Ensuring compliance with the Morehead State University Alcohol Regulation and all pertinent state and local laws governing possession and consumption of alcoholic beverages.
- Executing and submitting to the CFO/Vice President for Administration or designee a Request for Approval to Serve Alcoholic Beverages at least 10 business days prior to the event. Approval will be granted only if the CFO/Vice President for Administration or designee is satisfied that the requirements of this regulation will be met.
- Any failure of its Organizer/On-Site Contact to ensure compliance with this Regulation.

The University as Sponsor: No one may represent the University (or any of its subsidiary departments and offices) as the sponsor of an event at which alcoholic beverages are served without express written permission from the appropriate Vice President. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served.

Places Where Alcohol May Be Served: Without the approval of the President for an exception, alcohol may be served only in those facilities identified in **Appendix A**. The provision, possession, and consumption of alcohol in all other campus facilities are prohibited with the exception of certain instructional use of alcoholic beverages in preapproved classes/training.

Sale of Alcohol Prohibited: The sale of alcoholic beverages is prohibited at any event on campus except as permitted pursuant to a lawfully issued license in accordance with the provisions of Kentucky Revised Statutes 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.

Service of Alcohol to Minors Prohibited: Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages. If any person under the age of 21 has been solicited or invited to attend, ALL attendees MUST be carded AND colored and clear drink cups must be used to distinguish between alcoholic and non-alcoholic beverages except in certain circumstances where appropriate formal stem-wear is used.

Food and Non-alcoholic Beverages Must be Made Available: Alternative non-alcoholic beverages and food must be provided at any event at which alcoholic beverages are served.

Event Advertising and Promotion: Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

Alcohol Must Remain In Designated Space: Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for specific events.

Intoxicated Persons May Not Be Served: Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

Time of Service Limited: Alcoholic beverage service will be limited to a total of not more than five (5) hours at an approved event. In addition, the service of alcohol will conclude one hour prior to the scheduled conclusion of the event.

Involvement of Facilities Coordinator: Persons or organizations wishing to use one of the designated facilities under this regulation must consult with the facility manager of such facility for additional instructions or information prior to submitting to the CFO/Vice President for Administration or designee a Request to Serve Alcoholic Beverages.

Approval Process: Any person or organization wishing to sponsor an event on campus under the provisions of this Regulation must complete a Request for Approval to Serve Alcoholic Beverages which may be obtained from the Office of the CFO/Vice President for Administration or designee, the Office of the Assistant Vice President for Auxiliary Services or online as an attachment to this Regulation. Any sponsor from outside the University is required to make all arrangements under this Regulation through the Office of Conference & Event Services. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.

Tailgating: Tailgating has become a popular adjunct to athletic event attendance and is permitted at Morehead State University in specifically designated areas. Persons planning to tailgate do not have to obtain prior approval or secure the services of a licensed provider. **Please review the University's Tailgating Regulation on the Department of Athletics Website.**

Definitions:

ABC Permit: Permit issued by the Commonwealth of Kentucky providing authorization to serve alcoholic beverages, pursuant to Chapter 243 of the Kentucky Revised Statutes.

Alcohol or Alcoholic Beverage: Beer, wine (including champagne) or distilled spirits.

DESIGNATED SPACE(S): Specified campus venue area(s) within which alcohol may be sold, served, and/or consumed. See Appendix A.

EVENT: All activities associated with a particular production, performance, conference, etc. on the campus of Morehead State University that may include both Public Events and Private Events.

FEE: Refers to any admission, donation and/or any monies paid by attendees to participate in an event.

LICENSED SERVER: An individual who has received certification through an educational program designed for individuals who serve and sell alcoholic beverages. S.T.A.R. and TIPS certifications are currently acceptable programs; certifications from other programs may be deemed acceptable after review by CFO/Vice President for Administration or designee.

ORGANIZER/ON-SITE CONTACT: Individual, group or organization responsible for organizing, coordinating and communicating all conference and event logistics with the Office of Conference & Event Services. **For University-sponsored events, the Organizer/On-site Contact must be a MSU employee. For non-University-sponsored events, the Organizer/On-site Contact must be an external individual.** Organizer/On-site Contact must be present at the event. At times, the Organizer/On-site contact and Sponsor are the same individual, group or organization.

PRIVATE EVENT: An event that may be attended by invitation only and is not advertised to the general public.

PUBLIC EVENT: An event open to the public and anyone is allowed to attend.

SERVER TRAINING IN ALCOHOL REGULATIONS (S.T.A.R.): A voluntary educational certification program offered by the Commonwealth of Kentucky for the purpose of educating individuals who sell and serve alcoholic beverages in Kentucky. Training is not mandated by the Commonwealth.

SERVING STATION: A permanent or semi-permanent location within a Designated Space from which alcoholic beverages are sold and/or served.

SPONSOR: Individual, group or organization (may be internal or external) who is ultimately responsible for the conference or event, including financial and legal obligations for using campus facilities and/or other services and resources. At times, the Organizer/On-site Contact and Sponsor are the same individual, group or organization.

TRAINING FOR INTERVENTION PROCEDURES (TIPS): A voluntary educational certification program designed to educate people who sell and serve alcoholic beverages through on-line and in person training.

Violations of the Regulation:

Any person or organization that violates this Regulation in the sponsoring of an event on campus where alcoholic beverages are served may be barred by the University from the sponsorship of further events on campus. The University reserves the right, in its sole discretion, to terminate the service of alcohol at any event on University property.

Interpreting Authority: CFO/Vice President for Administration

Statutory or Regulatory References:

Kentucky Revised Statutes Chapters 241-244
Kentucky Revised Statute 243.033 (governing caterers)
Kentucky Revised Statute 243.260 (governing special temporary license)

Relevant Links:

Appendix A

Request for Approval Form

**Morehead State University
Consumption and Serving of Alcoholic Beverages on
Campus Appendix A**

Academic Athletic
Center Eagles
Nest
Len Miller Room

Adron Doran University

Center Button Drill Room

Breckinridge Hall

Browning Orchard

Center for Health, Education and

Research Claypool-Young Art Gallery

Derrickson Agricultural

Complex Eagle Rally Tailgate

Zone

Eagle Trace Golf

Course Innovation

Launchpad Jayne

Stadium

Kentucky Center for Traditional Music

(KCTM) Kentucky Folk Art Center (KFAC)

Smith-Booth Hall



Morehead State University

REQUEST FOR APPROVAL OF CATERER TO SELL/SERVE

This COMPLETED form, INCLUDING ALL NECESSARY SIGNATURES and required documentation, must be submitted, a MINIMUM OF TEN (10) WORKING DAYS PRIOR TO THE EVENT, to:

CFO / VP Administration
Howell-McDowell 305
Morehead, KY 40351

Telephone: (606) 783-2053
Fax: (606) 783-9153

This section to be completed by University/Sponsor.

PLEASE PRINT OR TYPE. ALL INFORMATION MUST BE COMPLETED.

Sponsor (Individual or Organization/Association):
Students and/or Student Organizations are prohibited from sponsoring an event under this UAR.

Address of Sponsor: Street / P.O. Box City State Zip

Sponsor's Telephone Number(s) Sponsor's e-mail address
If the Sponsor is an individual, is he/she at least twenty-one (21) years of age? NO YES

On-Site Contact for Event AND telephone number(s) at which On-Site Contact can be reached during event.
Is the Organizer/On-site Contact an individual who is at least twenty-one (21) years of age? NO YES

Name of Event:

Description of Event:

Day and Date of Event:

Estimated Attendance: Time of Event: Begins at AM / PM Ends at AM/PM

Times that alcoholic beverages will be served during the event: Begins at AM/PM Ends at AM/PM
May not exceed a total of five (5) hours AND service must end a minimum of one (1) hour prior to end of event.

Specific locations:

- Derrickson Ag Complex Len Miller Room CHER KCTM
Launchpad Incubator Smith-Booth Hall ADUC Button Drill Room
Jayne Stadium Breckinridge Hall Browning Orchard CY Art Gallery
Eagle Rally Tailgate Zone Eagle Trace Golf Course Eagles Nest KFAC

Will any person under age 21 be solicited or invited to attend?: NO YES

If any person under age 21 has been solicited or invited to attend, ALL attendees MUST be carded AND colored and clear drink cups MUST be used to distinguish between alcoholic and non-alcoholic beverages except in certain circumstances where appropriate formal stem-wear is used.

What alternate nonalcoholic beverages and food will be offered at the event? Please describe in detail:

Alcoholic beverages will be served? Check all that apply. Beer Wine / Champagne Distilled spirits

SPONSOR: Signature of Department Representative Printed Name Title Date

VICE PRESIDENT: Signature Printed Name Title Date

FOR CFO / VP ADMINISTRATION OFFICE USE ONLY

All necessary documentation has been received and all stated requirements have been met. Additional requirements are as follows:

Approved: _____

Disapproved: _____

CFO / VP Signature: _____ Date: _____

On _____ copies of form forwarded by _____ to: *(CIRCLE those to whom copies are sent)*

Conference & Event Services

Facilities Services

MSUPD

Sponsor

UAR Number: 902.01

Title: Morehead State University Tobacco Use Policy

Originator: Vice President for Student Life

Vice President for Administration and Fiscal Services

Initial Adoption: 6/29/2011

Revision Date:

Purpose: To promote a healthy University Community

Scope: This policy is in effect for all persons, at all times, who are attending classes, working, living, visiting, attending/participating in athletic events, programs, and all activities and programs on University owned, leased, or controlled property and in campus owned, leased, or rented vehicles. This includes University property outside the main campus such as farm facilities, golf courses, art galleries, parking lots, performance venues, and sporting venues, and functions that are held in these facilities and venues.

Definitions: Tobacco is defined as all tobacco-derived or containing products, including but not limited to cigarettes (clove, bidis, kreteks), cigars and cigarillos, hookah smoke products, and oral tobacco (spit and spitless, smokeless, chew, snuff) and those devices/products giving the appearance tobacco use such as electronic cigarettes (e-cigarettes).

Description: Morehead State University acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. We further recognize that environmental tobacco smoke has been classified as a Class-A carcinogen and that there is no safe level of exposure to environmental tobacco smoke (ETS), a recognized toxic air contaminant. In light of these health risks, Morehead State University has adopted a NO TOBACCO USE policy. Tobacco use is prohibited on all University owned, leased, or controlled property and in University owned, leased, or rented vehicles. This includes but is not limited to all University sidewalks, parking lots, landscaped and recreational areas; at lectures, conferences, meetings and social/cultural events held on University-owned or controlled property; in vehicles owned and/or operated by the University; in privately owned vehicles parked on, or in transit across University property; and in the interior of all buildings and University residences, including residence halls and fraternity and sorority houses on campus. Tobacco use is prohibited in all buildings, including the pro shop, barns, sheds, covered pavilions and work areas, animal care facilities, and storage structures at the Eagle Trace Golf Course, University Farm and Browning Orchard. This policy applies to all faculty, staff, students, visitors, clients, contractors and vendors. This policy is in effect at all times (twenty-four hours a day, seven days a week). **Advertising, Sale or Promotion of Tobacco Products:** All tobacco industry promotions, advertising, marketing, and distribution are prohibited on campus properties. The distribution or sampling of tobacco and associated products is prohibited on all University owned, leased, or controlled property and at University-sponsored events, regardless of the venue.

The sale of tobacco products and tobacco-related merchandise (including items reflecting logos) is prohibited on all University property and at University sponsored events, regardless of the operating vendor. Tobacco industry and related company sponsorship of athletic or other events is prohibited. The University does not permit tobacco companies on campus to conduct student recruitment or employment activities. The University does not accept any direct or indirect funding from tobacco companies.
Approved by: Wayne D. Andrews, President Date: 6/24/2011

Policy: PG-62

Subject: Weapons Policy

Approval Date: 12/06/12

Revision Date:

Technical Change:

PURPOSE:

The Morehead State University Deadly Weapons on Campus Policy sets forth the University's prohibitions as it relates to weapons on campus. In Kentucky Revised Statute §237.115, the Kentucky General Assembly explicitly recognizes the authority of the University to control the possession of deadly weapons on any property owned, leased or controlled by the University, including the right to prohibit possession of such weapons by any person or entity using University property or premises.

DEFINITION:

For purposes of this policy, "deadly weapon" means:

- A. A weapon of mass destruction;
- B. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
- C. Any knife other than an ordinary pocket knife;
- D. Billy, nightstick, or club;
- E. Blackjack or slapjack;
- F. Nunchaku karate sticks;
- G. Shuriken or death star; and,
- H. Artificial knuckles made from metal, plastic, or other similar hard material.

BACKGROUND:

The Kentucky Supreme Court issued an opinion in Mitchell vs. University of Kentucky defining the parameters of an institution's ability to control weapons on its campus. To comply with expressed legal mandates set forth in the opinion, a comprehensive campus weapons policy is recommended.

POLICY:

Possession, concealed or otherwise, use or storage of deadly weapon as defined above such as firearms, explosives, dangerous chemicals or other dangerous weapons or the brandishing of any weapon or any other object in a menacing or threatening manner is strictly prohibited on any property owned, leased, operated, or controlled by Morehead State University, including University housing and University vehicles.

EXCEPTIONS:

The following are exceptions to this policy:

- A. Possession of deadly weapons by peace officers acting in the course of official duties;
- B. Possession of deadly weapons as a part of legitimate academic, athletic, or work-related activities (e.g., historical preservation, law enforcement training, ROTC activities, rifle team, etc.);
- C. Possession of a knife as part of a legitimate cutlery set (or individual piece of cutlery) as may be reasonably necessary by the possessor for food preparation;

D. Possession of a deadly weapon by a person licensed to carry a concealed deadly weapon pursuant to KRS 237.110, if the firearm is contained in his or her vehicle and is not removed from the vehicle (KRS 527.020(4));

E. Possession of a deadly weapon if it is located in a non-University motor vehicle and in an enclosed container, compartment, or storage space installed as original equipment in the motor vehicle by its manufacturer, including but not limited to a glove compartment, center console, or seat pocket, regardless of whether said enclosed container, storage space, or compartment is locked, unlocked, or does not have a locking mechanism (KRS 527.020(8));

F. Possession of a deadly weapon by persons who are specifically authorized by KRS 527.020 to carry concealed deadly weapons on or about their persons at all times and at all locations within the Commonwealth. Such persons include but are not limited to: Commonwealth's Attorneys, judges of the Court of Justice, conservations officers of the Department of Fish and Wildlife, elected sheriffs, and peace officers from other jurisdictions. For a complete listing of persons authorized to carry concealed deadly weapons within the Commonwealth and the conditions for which the carrying of the deadly weapon is authorized, see KRS 527.020;

G. Possession of deadly weapons by a person specifically authorized in writing to have such possession by the President, or his or her designee, but only if such person fully complies with any and all restrictions imposed upon such possession by the President, or his or her designee. Authorization for possession shall be for a time certain, but in no case longer than six months unless specific written authorization is again obtained.

VIOLATIONS:

A. Students who possess deadly weapons in violation of this prohibition are guilty of violations of the Student Conduct Code and are subject to disciplinary action under that Code, including expulsion from the University, and all other appropriate legal actions.

B. Faculty and staff employees who possess deadly weapons in violation of this prohibition are guilty of misconduct and subject to corrective action under the appropriate University Policy, including termination of employment and all other appropriate legal actions.

C. Others who possess deadly weapons in violation of this prohibition shall be directed to remove their weapons or themselves from the University's property or premises and shall be subject to all other appropriate legal actions.