



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

INTRODUCTION

Printed here are selected policies that will clarify questions you may have during the planning and implementation of your event. Please read them carefully. If questions arise, we will be happy to help you find solutions.

ALCOHOL POLICY

Eastern Kentucky University's policies and procedures for the consumption and serving of alcoholic beverages on campus were approved by the EKU Board of Regents on November 8, 2002.

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute, city ordinances, and University regulations developed in keeping with this policy. All members of the Eastern community are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, alcohol consumption is not encouraged, and further, alcohol education and counseling programs are promoted. Consistent with this philosophy, the Board of Regents requires compliance with the following:

- A. Use of alcoholic beverages on Eastern Kentucky University must not violate state and local laws and University regulation and regulations and procedures developed and approved by the President to implement this policy.
- B. The possession and/or consumption of alcoholic beverages on University property or in any University building **are strictly prohibited with the exception of those locations and circumstances set forth in paragraph C. Use in residence halls, offices, and classrooms is strictly prohibited.**
- C. Alcoholic beverages may be served and consumed at official University functions and approved non University functions only inside specific reserved locations within the Stratton, Perkins, Keen Johnson, Moberly (multipurpose room), and Campbell (Giles Gallery and lobby) buildings, the Business and Technology Center when constructed, designated tailgating areas, and in other such locations as the President might from time to time approve. Such service shall be in compliance with regulations and procedures approved by the President for implementation of this policy.
- D. Such regulations and procedures shall include and be consistent with the following provisions:
 1. **Applicability:** The President has designated responsibility for the regulation of the service and consumption of alcoholic beverages on the Eastern Kentucky University campus to the Vice President for Administrative Affairs. The policy of the Board applies to all persons and entities to all University owned and/or operated facilities.
 2. **Limitation:** Common alcohol sources (i.e., kegs, beer balls, party punches, champagne fountains, etc) are strictly prohibited. Alcoholic beverages to be served are restricted to wine and beer. All alcohol must be served through a licensed provider.

3. **Event 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. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served. 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. The sponsor is responsible for ensuring compliance with the Eastern Kentucky University Alcohol Policy and all pertinent state and local laws governing possession and consumption of alcoholic beverages. Approval will be granted only if the Vice President for Administrative Affairs is satisfied that the requirements of this policy will be met. The sponsor is ultimately responsible for any failure of its designated supervisor to ensure compliance with this Policy and must agree to indemnify the University for any losses resulting from noncompliance.
4. **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.
5. **Alcoholic Beverage Control (ABC) Permits:** Alcohol may be served as a part of an event approved under the provisions of this Policy only if provided and served by a licensed provider. No persons attending the event will be permitted to bring their own beverages. The sponsor must obtain, or ensure that its caterer obtains, the applicable ABC permits under Chapter 243 of the Kentucky Revised Statutes and must submit a copy of such permits to the Vice President for Administrative Affairs at least 10 business days prior to the event. In addition, the caterer must provide evidence that it has provided server training for its employees that has been approved by the Kentucky ABC.
6. **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 paragraph C. The provision, possession, and consumption of alcohol in all other campus facilities is prohibited, with the exception of the instructional use of alcoholic beverages in the College of Justice and Safety and the Department of Criminal Justice Training.
7. **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 Statute 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.
8. **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.
9. **Food and Non-alcoholic Beverages Must be Made Available:** Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.
10. **Attendance Limited to Invited Guests:** Events at which alcoholic beverages are served will be closed except for those persons specifically invited.
11. **Event Advertising and Promotion:** Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

12. **Alcohol Must Remain In Designated Space:** Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for a specific event.
13. **Intoxicated Persons May Not Be Served:** Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.
14. **Time of Service Limited:** Alcoholic beverage service will be limited to a total of not more than three (3) hours at an approved event.
15. **Additional Precautions May Be Required:** The University reserves the right to require additional precautions such as the use of trained persons to dispense alcoholic beverages in instances where alcohol is being provided pursuant to a special temporary license issued for a non-profit, charitable event, greater limitations on time of service, or the use of security to assist in ensuring compliance with this policy.
16. **Involvement of Facilities Coordinator:** Persons or organizations wishing to use one of the designated facilities under this policy should consult with the coordinator of such facility for additional instructions or information prior to submitting a Request for Approval to Serve Alcoholic Beverages to the Vice President for Administrative Affairs.
17. **Approval Process:** Any person or organization wishing to sponsor an event on campus under the provisions of this Policy must complete a Request for Approval to Serve Alcoholic Beverages, which form may be obtained from Continuing Education and Outreach or the Vice President for Administrative Affairs. Any sponsor from outside the University is required to make all arrangements under this Policy through Continuing Education and Outreach. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.
18. **Tailgating:** Tailgating has become a popular adjunct to athletic event attendance and is permitted at Eastern Kentucky University in the Colonel Club and Alumni Coliseum Parking Lots. Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider. Consumption of alcoholic beverages by persons under 21 years of age is prohibited as is consumption of alcoholic beverages from their original containers. All beverages shall be consumed from paper or plastic cups and not from cans or bottles. Kegs are not permitted. Individuals and groups participating in tailgating are required to clean up their immediate parking lot area before going to the game or leaving the parking area. Prohibition against inappropriate behavior (i.e., public intoxication) will be enforced. Since the object of tailgating is to engender support for the EKU athletic teams, persons should leave the tailgating area to attend the game by the end of the first quarter.
19. **Adherence to Policies and Procedures:** Any person or organization who violates this Policy 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.

BULLETIN BOARDS, COUNTER AND TABLE TOPS

Bulletin boards in all on campus buildings were installed for the purpose of posting University announcements, notices, and other items of an informational or service nature to the university community. The posting of commercial or promotional items, not related to University programs or services, is prohibited. This prohibition also applies to counter and tabletops and other potential display areas in university facilities, both interior and exterior.

CANCELLATION OF SCHEDULED EVENTS

If you must cancel your event for any reason, you must inform ECU Conferencing & Events in writing at least five business days before the scheduled event date. Otherwise, you may be subject to a 50% cancellation fee.

An event scheduled for internal University organizations, external organizations in partnership with ECU, or external organizations, may be cancelled due to; partial or total destruction, subject to acts of God, inclement weather beyond normally encountered conditions, war, terrorism, outbreaks of disease, epidemics, government regulation, disaster, fire, strikes, civil disorder, inoperability or reduction of availability of transportation service, unavailability of water, electricity, or other necessary utilities, or any other similar cause beyond the control of the parties making it inadvisable, illegal, or impossible, to facilitate the event within campus facilities.

CONCEALED WEAPONS

All persons are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of Eastern Kentucky University, except as follows:

- Sworn peace officers employed by the University's Police Department.
- Sworn peace officers employed by other public agencies on campus for education or duty.
- Members of the U.S. Army Reserve Officer Training Corps (ROTC) when necessary for the purposes of education and marksmanship training.

Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS.527.020 or for criminal trespass as defined in KRS.511.060 and 511.080 if the weapon is not concealed. A state issued permit to carry a concealed deadly weapon is not valid on the Eastern Kentucky University campus.

DECORATIONS

Decorations on Walls: Decorations and signs for events are limited to tables, floor displays, brick walls and tack board surfaces. No tape, window clings, staples, push pins or nails are allowed on light fixtures, wood, glass, plastic, metal, tile, stone or painted walls. Other wall and ceiling decorations are not allowed for any reason.

Confetti: No confetti or glitter of any type is permitted inside ECU Facilities.

Balloons: 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.

Trash: Event trash too excessive to fit in trash receptacles provided on site must be removed by the group or organization using the room/facility. No food is to be left in indoor trash receptacles after-hours or during weekends. Excessive trash, boxes, decorations and food must be placed in garbage

dumpsters located outside each building on campus. If a University building does not have a dumpster nearby, it is still the responsibility of the group or organization to remove all trash from the premises as well as any food. Failure to remove excessive trash, boxes, decorations and food immediately after the event has ended may result in the assessment of additional charges.

Placement of Furnishings: Event seating, refreshment/display tables, chairs, podium, etc., are arranged by University staff in compliance with fire and safety codes. If altered arrangements are desired, ECU Conferencing & Events and ECU Facilities Services must approve any changes, and ECU Facilities Services must move the furnishings (clients are not permitted to move furnishings that belong to ECU).

Candles: No open flames are permitted in ECU facilities according to State Law.

Banners: Banners may be hung from appropriate hooks approved by ECU Conferencing & Events. Large banners or banners intended to hang on the exterior of buildings are permitted upon approval of ECU Facilities Services, however, they must be hung by appropriate Facilities staff, which is arranged by ECU Conferencing & Events.

Note: External organizations will be billed at cost for all expenses related to repair or replacement of physical damage to University facilities.

PARKING

The University requires that all faculty, staff and students driving automobiles to campus register their vehicles with the Office of Parking and Transportation and observe the parking regulations contained in the publication Motor Vehicle Parking Regulations, which can be obtained from the ECU Police Department located in Mattox Hall. The ECU Police Department may be reached by telephone at (859) 622-2821. Parking regulations are also posted on the ECU Police Department link from the University's web site.

Guests and Visitors

Guests and visitors can obtain temporary parking permits from the Office of Parking and Transportation located in Mattox Hall near the Student Services Building. The Office of Parking & Transportation is open Monday through Friday, 7:30 a.m. to 5:00 p.m. Temporary parking permits may also be obtained from the ECU Police Department when the Office of Parking & Transportation is closed.

RENTAL EQUIPMENT

Requested equipment that is not in ECU's inventory will be rented from a University approved rental company. The internal or external organization scheduling the program is responsible for all affiliated rental equipment costs.

SMOKE FREE ZONE

The use of tobacco products, including smokeless tobacco products, is prohibited in all University residence halls, academic and service buildings, athletic venues, and designated non-smoking areas. The use of tobacco products is prohibited within twenty-five (25) feet of any such building intake duct, window or entrance or entryway, including ramps, walkways, pathways, and any such means of entry, unless a University designated tobacco use shelter is otherwise prohibited.

Persons who wish to use tobacco products outside a building shall do so in manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of such in designated receptacles.

The use of tobacco products is prohibited in vehicles owned, leased or rented by University.

The University will provide educational information and programs on tobacco use cessation.

POLICY VIOLATIONS/SANCTIONS

All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention of visitors.

Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook and University Handbook for Students.

UNIVERSITY SEAL

The University Seal is the official identification of Eastern Kentucky University. Its use is restricted to approved letterhead stationery, official documents (transcripts, diplomas, certificates, Board of Regents resolutions), official publications (undergraduate and graduate catalogs; commencement programs; official handbooks for students, faculty and staff, and classified personnel), special awards and other official uses as determined by the President. The seal may not be modified in any way. All requests for other uses of the University seal must be approved in advance by the Division of Public Relations and Marketing for consideration and recommendation to the Vice-President for University Advancement. The Division of Public Relations and Marketing must approve any commercial use of the seal in advance. Development and use of college, department, or program seal formats are not permitted.