

**Policy Statement and General Information
Governing Use of Facilities of the E. S. Good Barn
College of Agriculture, Food and Environment,
University of Kentucky**

The E. S. Good Barn conference facility is operated, funded and maintained by the UK College of Agriculture, Food and Environment. Its primary

purpose is to support the College mission of education, research and extension in service to Kentucky. Although the College determines scheduling and operation, all appropriate university rules and regulations apply at this location. In order that the conference facility be utilized to the fullest advantage, the following policies and guidelines for operation have been established.

1. Priority for scheduling and allowed uses:
 - a. Mission-related programs of the UK College of Agriculture, Food and Environment shall receive first priority. This may include networking or communications events, or professional receptions and meals associated with such program.
 - b. Educational programs organized and conducted by other units within UK, or by community groups may schedule the facility only through a cooperating faculty or staff partner in the College of Agriculture, Food and Environment. That individual **MUST** be present and participate in the program.
 - c. The facility is not available for weddings or personal social events.
2. Requests for use of E. S. Good Barn facilities are to be submitted <https://administration.ca.uky.edu/room-reservation> No group will be given access to the facilities unless reservation requests have been completed and approved. No reservation will be accepted by telephone. All requests will receive an email confirmation of the reservation request. Upon review of all requests, a notification will be sent by email regarding the status of the request. An event is not approved until an approval notification has been received.
3. In the event it is necessary to cancel a reservation, notification shall be given at the earliest possible date to the office reserving the facility: Dustin Adams, dustin.adams@uky.edu or (859) 562-2723.. Failure to do so may result in the loss of privileges in the E.S Good Barn.
4. ALL EVENTS WILL BE CANCELLED in the case of University closure, including holidays and inclement weather.
5. Standard setup will be provided in Culton Suite and Weldon Suite unless other arrangements have been requested. The sponsoring individual/department is responsible for leaving the room in the same condition as when the meeting/event started. Do NOT drag tables
6. Do NOT unplug permanent AV equipment in any of the facilities. Please contact Chris Miles for any AV needs or questions at (859) 351-8593
7. Catered meals and food functions are acceptable. Limited kitchen facilities are for use as secondary food preparation sites for catered meals and must be scheduled in advance. Coffee Pots are NOT provided.
8. Conference facilities will only be reserved on a limited basis for scheduled classes.
9. Facilities will only be reserved on a limited basis for routinely scheduled for regular weekly or monthly meetings.
10. Admission charges are NOT allowed for any event conducted in these facilities.
11. NO dances are allowed in conference facilities.
12. No weapons, or any object which could cause injury or damage to a person, may be brought into the Good Barn.

13. All meetings, including numbers in attendance, must be in compliance with Fire and Life Safety Standards. Inquiries must be directed to Dustin Adams, dustin.adams@uky.edu or (859) 562-2723.
14. No exit/entry to any room, or the exterior doors may be blocked or impeded at any time.
15. Any injury, accident or incident must be reported immediately to the University of Kentucky Police Department: Emergency 911 or Main Dispatch: (859) 257-UKPD (8573).
16. There are to be no candles or open flames in the Good Barn.
17. In the event of a Fire Alarm, evacuation of the building is MANDATORY.
18. In the event of a TORNADO WARNING, please follow instructions designated by the Campus Emergency Action Guide posted in the foyer near the elevator. Occupants are to go to the interior of the building away from windows and doors.
19. All use of printed, audio, visual, and electronic information in the Good Barn must comply with U.S. Copyright Law, and fair use standards.
20. All security provisions must be provided by U.K. Police or approved security service in cooperation with and approved by U.K. Police.
21. Serving alcoholic beverages at any Good Barn event requires approval through the University of Kentucky's Office of University Events.
22. Extension cords, flip charts, T-stands, easels, general supplies are NOT provided.
23. Nothing is to be taped, tacked, or otherwise adhered to the walls in any manner. Please bring Easels or T-stands for this purpose.
24. The E. S. Good Barn is a smoke free facility as well as the Grounds.
25. The facility shall be vacated as soon as possible after the activity is completed. Items left in an area may be discarded if not removed prior to the next scheduled event.
26. The E. S. Good Barn adheres to a strict policy of inclusiveness and respect for all persons, staff, students and guests. We expect all persons to feel welcome, safe and accommodated to the best of our ability.
27. Heating/Cooling issues, please contact Walter Rhodus at (859) 257-3039 (office) or (859) 358-4083 (cell).
28. Nights/Weekends, please contact AG SECURITY at (859) -509-2957 for Parking Lot needs or Fire Alarm sounds.

FAILURE TO COMPLY WITH THESE POLICIES AND GUIDELINES MAY RESULT IN THE LOSS OF PRIVILEGES IN THE E. S. GOOD BARN.