



Lewis Honors College
University of Kentucky

Facility Agreement

Thank you for your interest in hosting your event at the Lewis Honors College (LHC)! This guide outlines LHC venue policies, and helpful resources to make your event successful.

Reservation Process Policies

“Client” refers to any external organization, university department, or registered student organization reserving space.

- Approval of all reservation requests is at the discretion of the Lewis Honors College. Your request will be considered but there is no guarantee that it will be approved. *Academic courses and mission-related programs of the Lewis Honors College shall receive priority over any other type of activity or event.*
- All reservation requests must be made through the Lewis Honors College [event request form](#). Event reservations for the LHC facility must be made at least four weeks in advance of the event. Reservation requests beyond the current academic semester will not be approved.
- The person named in the event request form is considered the designated point-person for the activity/event and has full responsibility for the general care of the Lewis space during the time of the reservation.
- LHC requires an in-person walkthrough of the facility with the designated point-person for the activity/event at least 2 weeks prior to the activity/event.
- LHC facilities may be reserved for use by a registered student organization by officers designated on the student organization registration application. An organization officer MUST be present at the event/activity.
- Specific rooms requested will be assigned when possible, however the Lewis Honors College reserves the right to make changes when necessary.
- Any organization or department that holds an event in the Lewis facility agrees to follow the policies laid out in this document by virtue of holding the approved event.

LHC Responsibilities:

- Space reservations and access
- Room set-up coordination (LHC items only)
- Room tear-down coordination (LHC items only)

Client Responsibilities:

- Event advertising
- Catering logistics
- Parking logistics
- On-Site Event Management
- Set-up, tear-down, and clean-up of event (non LHC items)

Usage and Care of the Facility

- The client and specifically the assigned point-person must ensure that all persons at the activity/event take proper care of the building and its equipment.
- The client and specifically the assigned point person are responsible for leaving the room clean and in the same condition as when the activity/event started.
- PPD Custodian Services may be required depending on the activity/event. Costs associated with these services will be at the expense of the client.
- The client and specifically the assigned point person must report any damage to the facility which takes place during their reservation to LHC staff via email honors.events@uky.edu. This includes damage to furniture, lights, or fixtures, etc.
- The client is financially responsible for any damage resulting from abuse or neglect.
- The Lewis facility must be vacated before the reservation end time. It is the responsibility of the point-person to ensure all items belonging to the client are removed from the facility. The Lewis Honors College is not responsible for any items left in the space.
- Do NOT tape, tack, or otherwise adhere anything to any surface in the facility. Contact the Lewis Administrative Manager regarding alternatives for messaging needs.
- NO open flames are allowed in the facility under any circumstance except in the case of burners for catering purposes. If such burners are used, they must be attended to at all times.
- All events taking place outside of regular business hours will **require** a Lewis Event Student Worker to be present for the entire activity/event (minimum two-hour rate per worker). Direct payroll expenses associated with the student workers completing such shifts will be transferred to your cost center via journal voucher. *Lewis Honors College does not accept reservations on the weekends.*

Lewis Honors College Facility

LHC Spaces

U113 Conference Room

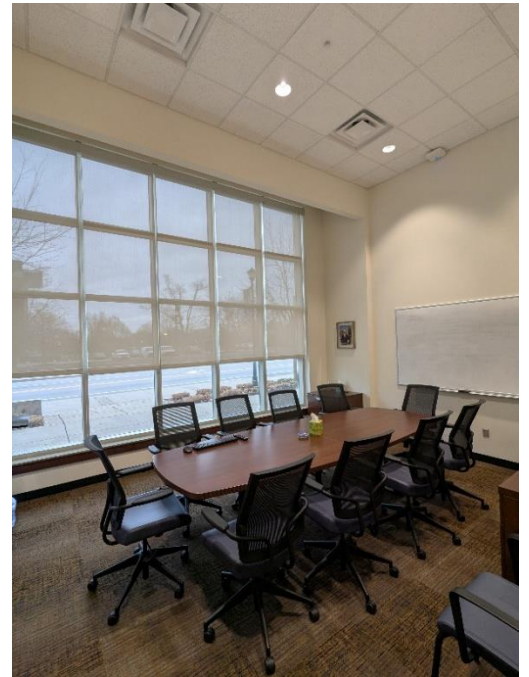
Capacity: 12

Event Types:

Meetings
(Hybrid compatible)

Features:

TV Screen
Video feed
White Board



U114 Conference Room

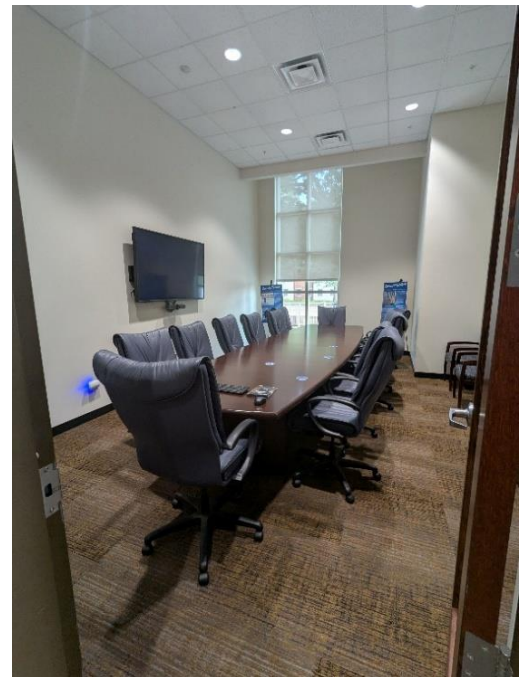
Capacity: 12

Event Types:

Meetings
(Hybrid compatible)

Features:

TV Screen
Video feed



U136 Classroom

Capacity: 25

Event Types:

Meetings, Presentations

Features:

- Projector & Screen
- Hybrid Capability
- Whiteboard
- Privacy Curtain



Classrooms U133, U134, U135

Classroom capacity: 25

**Classrooms feature removable internal wall to combine spaces. Moving classrooms walls require a two-hour minimum for an LHC student worker.*

Features: Projector, classroom tables and chairs, white boards, AV capability, moveable walls



Lewis Scholars Lounge & Café Area

Capacity: 150

Features:

- Lounge Furniture
- Versatile Set-Up
- Catering Kitchen

Event Types:

- Presentations
- Panel Discussions
- Ceremonies
- Receptions



LHC Resources

LHC can provide the following items for your event, subject to availability:

- 4' x 4' platform (8 total)
- Platform staircase (2 total)
- Pipe & Drape
- Tables (no linens available)
 - (8) 6' round
 - (4) 4' rectangular
- Chairs
- TV Screen on rolling cart
- Podium
- LHC Sound System: (4) Wired Microphones, Audio Console (Bluetooth capability) and speakers
- Catering kitchen

Food & Beverage

Clients may choose to have catering at their event. Clients are required to follow all UKY Food and Beverage Policies.

- [UKY Catering & Dining](#)
- [University Alcohol Policy](#)
- [UKY Approved Caterers List](#)

LHC delivery address:

420 Hilltop Ave

Lexington, KY 40508

Parking

A visitor parking lot is located across the street from Lewis Honors College, next to the William T. Young Library, and is ADA accessible. The rate is \$2/hour.

Reserved parking options:

- LHC Spot on University Avenue (request through LHC)
- Bagged meters along University Ave or on Hilltop Ave – fill out the [Special Parking Request form](#) with parking services
- Discount code to William T. Young Library Lot - fill out the [Special Parking Request form](#) with parking services