In order that the Marksbury Building Digital Theater may be utilized to the fullest advantage, the following policy statements and information governing its use has been prepared for your information.

1. The responsibility of general administration and supervision of the Marksbury Digital Theater is assigned to Monica Mehanna.
2. The Marksbury Digital Theater may be scheduled for groups up to a maximum of 100 persons.
3. The use of all College of Engineering facilities is reserved for University sponsored programs. The following statements of priority of use shall apply.
   a. Programs sponsored by the faculty, staff and students of the College of Engineering shall receive first priority.
   b. Reservations by the faculty, staff and students of other colleges within the University and official organizations of the University shall receive the next priority.
   c. Special note: even though the facility has been scheduled to other groups, The College of Engineering retains the privilege of canceling for a College of Engineering event only if the situation warrants.
4. The Digital Theater may be reserved only during the hours of Monday through Friday, 8 am – 5 pm. No after-hours or weekend reservations will be accepted.
5. No reservations shall be accepted more than 4 months in advance.
6. All requests for the use of the Digital Theater are to be submitted on the appropriate forms. No reservations will be accepted by telephone.
7. No group will be given access to the room unless appropriate reservation forms have been completed, approved by the College of Engineering.
8. All reservations must include the name and contact information of a responsible party. This person is expected to assume responsibility for the general care of the facility during the time reserved.
9. In the event it is necessary to cancel a reservation, this office should be notified at the earliest possible date.
10. No food or drinks are to be taken into the Marksbury Digital Theater. Failure to follow this policy will result in the immediate cancellation of the event, a prohibition on future reservations of the room and the assessment of a cleaning fee.
11. Alcoholic beverages are prohibited.
12. The facility shall be vacated as soon as possible after activity has ended.
13. The reserving unit is responsible for general clean-up of the facility including arranging the room as it was originally found.
14. Routine maintenance and custodial services required will be the responsibility of the University and like all other campus facilities will be subject to the same University rules and regulations. Groups that may require additional services or equipment not included in the normal
regulations of the building must bear the expense and assume the responsibility for the arrangements for these additional services.

15. A facility maintenance fee of $100.00 will be charged for using the facility.

16. All presentation equipment (computers, projectors, sound, etc) shall be operated by College of Engineering personnel. An operator is available from the College of Engineering at a cost of $35.00 per hour for functions from 8:00 am – 5:00 pm. There is a minimum charge of one hour for this assistance. The same hourly rate will apply for an attendant required while meeting or event is being conducted. College of Engineering labor used to set up equipment such as chairs, tables, etc. will be charged at a rate of $50.00 per hour.

17. A fee for any damage caused while using the facility will be charged to the unit reserving the facility.

18. An admission charge is not allowed for any event conducted in this facility.

19. This facility is not reserved for regularly scheduled classes. No exceptions. Classrooms are scheduled by the Registrar’s office.

20. This facility will NOT be routinely scheduled for regular weekly or monthly meetings.

21. The University of Kentucky and its employees shall automatically be freed and relieved from all personal liability arising from any accident, injury or damage whatsoever caused, including loss of or damage to personal property, while on said premises.

22. The College of Engineering is not liable for equipment, supplies, etc., brought to the facility to be used for the scheduled event.

Approved 4/1/2011