



The Arboretum, State Botanical Garden of Kentucky
University of Kentucky
500 Alumni Drive
Lexington, KY 40503
Email: Arboretum@uky.edu
Website: Arboretum.ca.uky.edu

2025 RESERVATION REQUEST FOR EVENTS AT THE ARBORETUM

Event Type: _____

Name of person making request (please print): _____

Address of person making request:

Street _____

City _____ State _____ ZIP _____

Phone number (_____) _____

E-mail address: _____

Date requested * _____

**Please call (859)257-6955 to confirm that your requested date is available. Events or outdoor functions are subject to cancellation due to weather, public health concerns or other issues beyond control of The Arboretum.*

Start time (max. 2 hrs) _____

(Weekday starting time is 5:00 pm ONLY. Weekend events may be scheduled between 9:00 am and 5:00 pm.)

Number attending _____ (maximum attendees 100 outdoors, 50 indoors)

Signature of person making request: _____

Please return this form to:

The Arboretum, University of KY
500 Alumni Drive
Lexington, KY 40503

Reservations will be confirmed in writing. All events must be approved by The Arboretum and have appropriate paperwork and payment before the event is fully confirmed. Student events must first go through the UK Office of University Events. Use of all university facilities are subject to applicable university regulations.

Reservation confirmed by _____

Date _____

ARBORETUM USE AGREEMENT

Mission Statement:

The Arboretum showcases Kentucky landscapes and serves as a resource for environmental and horticultural education, research, and conservation.

This agreement is entered into this _____ day of _____, 2025 by and between the University of Kentucky, Lexington-Fayette Urban County Government Arboretum (The Arboretum) and _____ (name), for the use of The Arboretum on _____, (date) 2025, from _____ to _____ (time), for _____ (event). Approximately _____ (number) individuals will be in attendance (maximum attendance is 100 people outdoors, 50 indoors).

User agrees to the following terms and conditions (please initial next to the following to indicate your acceptance):

1. _____ Your date is subject to being rescheduled in case of circumstances beyond Arboretum's control. Fees (such as for weddings, memorials, or photography) must be paid prior to the event when applicable. There is a **NO REFUND** policy in place.

2. _____ **Guidelines:**
 - a. **Arboretum/Location:** The grounds will continue to be open to the general public (daily, from dawn to dusk) during functions. Outdoor locations that may be used for the function are: White Garden, Donovan Pergola, or Gazebo.
 - b. There is a two-hour maximum time limit for your function at The Arboretum. The event (set-up, function, and clean-up) must be conducted within this 2-hour period. The user cannot close any part of The Arboretum and/or the parking lot for their event. Chairs are not provided by The Arboretum but can be carried by hand to the ceremony location. Chairs may not be placed in flower or planting beds. Vehicles cannot be driven across the grass or parked in the paved circle.
 - c. **Restrooms:** Visitor Center restrooms will only be open during Visitor Center hours; outdoor restrooms are available daily*, dawn to dusk. Restrooms may not be used as a dressing room or staging area. *Subject to change without notice
 - d. **Visitor Center:** The Visitor Center may be used for small indoor events. It is not available for any portion of an outdoor event including, but not limited to, waiting, dressing, storage of items, delivery of items, etc. Other arrangements must be made in case of inclement weather. The Arboretum and/or its affiliates are not responsible for items left by the User.
 - e. **Parking:** Driving of vehicles by the User anywhere other than the entrance drive and parking lot is prohibited. All vehicles must be parked in a designated parking space. No parking or driving will be permitted in any other area including, but not limited to, the WAKY, driveway, circle court or along any path or grass area. If more than 50 cars are anticipated, arrangements for overflow parking should be made. Parking spaces cannot be reserved for guests.

3. _____ Any permanent alteration or renovation of The Arboretum is prohibited. The cutting or removal of any plant or plant part is not permitted. User will be responsible for the safekeeping of

plant materials, grounds, grass, buildings and all other facilities at The Arboretum. **Candles, confetti, paper, birdseed, plastic or similar materials are not allowed.** Balloons or ribbons cannot be tied to any tree and/or shrub. It is the User's responsibility to remove all decorations and other materials without damage to The Arboretum.

4. _____ User agrees to pay for any and all damage to The Arboretum as a result of the event described above. In the event of damage by the User, the University of Kentucky Physical Plant Division will repair The Arboretum property and the User shall pay all costs for such repair within 24 hours of receipt of the invoice. A penalty of \$10/day will be assessed for any late payment.
5. _____ The following activities are prohibited in The Arboretum in connection with events: **receptions, parties, food, dances, candles, animals, amplified music or alcoholic beverages.** Be advised that it is against the law to possess or serve alcoholic beverages on University property. If chairs are to be used, it is the User's responsibility to make arrangements to rent and to transport them to the location in The Arboretum.
6. _____ It is the User's responsibility to make sure there is someone in charge to make his or her guests/ participants aware and compliant with the rules and regulations of The Arboretum.
7. _____ User indemnifies and holds harmless The Arboretum, University of KY, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of The Arboretum whether by the User or User's guests.
8. _____ Arboretum or University events that may prohibit a function from being held include, but are not limited to, UK Football home games, Volunteer events, Donor events, Arbor Day, etc. The Director of The Arboretum is authorized to reject any application that he/she regards as not being suitable for or in keeping with the mission of The Arboretum.
9. _____ Functions may be canceled or rescheduled due to weather, public health concerns, or a change in University or University Athletics schedule.
 - a. Reservations will be confirmed in writing. All events must have prior approval and appropriate paperwork/payment before the event. Use of all university facilities are subject to applicable university regulations. The undersigned has read the above agreement and agrees to the terms and conditions outlined herein.

User

Date

The Arboretum

Date