KHSAA Form GE52
Rev 09/14

KHSAA District Tournament Financial Report

(return to KHSAA by published deadlines. File separate reports if Girls and Boys Tournaments held separately in the specific sport

Event (check one) Baseball ☐ Basketball ☑ Soccer ☐ Softball ☐ Volleyball ☐

District # 44 Boys ☐ Girls ☐ Combined ☑

Held at ______________________ Dates ______________________

Part A	REVENUE ITEMS	Price(s)	Receipts	Totals
	Ticket Sales	7.00	2580	
	Broadcasting		0	
	Sponsorship		1,200.00	
	Per Team Entry Fee Charged by Host		0	
	TOTAL REVENUE (1)			19,261.00

Part B	EXPENSE ITEMS		Expenses	
	Game Officials		1562.00	
	Trophies		730.23	
	Travel for Participating Teams		0.00	
	Other Itemized Expenses approved in advance by majority vote of schools in tournament (provide separate listing or list on back of this form)		3180.00	
	TOTAL EXPENSES (2)			5472.23

Part C	Net Profit (Part A (1) minus Part B (2) total)			13,788.77
Part D	Allowance to Host School - Maximum 15% for rental and incidental expenses unless otherwise approved by majority vote			
Part E	Profit Subject to Division by Schools (Part C minus Part D)			13,788.77

LIST BELOW INDIVIDUAL AMOUNTS FOR DISTRICT TOURNAMENT NET PROFITS FROM PART E ABOVE, NOT INCLUDING TRAVEL EXPENSES

School	Amount		School	Amount
MSHS	3447.19			
MCHS	3447.19			
Berea	3447.19			
Model	3447.19			

PAID ATTENDANCE BY SESSIONS (Tickets Sold NOT money received)

PAID ATTENDANCE

Session	Paid
1	212
2	470
3	406
4	492
5	436
6	564
Total	2580

***** NOTE ** IF ANY OTHER PLAN FOR THE DIVISION OF TOURNAMENT RECEIPTS IS USED, A MAJORITY VOTE OF THE PARTICIPATING SCHOOLS MUST BE OBTAINED, DOCUMENTED, AND SENT TO THE KHSAA.***

[signature] MANAGER

MSHS SCHOOL

859-625-6148 DAYTIME PHONE

2021 44th District Basketball

Financial Report of Expenses:

Officials (includes a charge to use Arbiter Pay):	$1,562.00
Gate Workers, Usher, Ticket Sellers, Table Workers:	$1,250.00
Door Security:	$00.00
Stats Hugh Davis:	$250.00
EKU Rental per contract (includes 3pt line work):	$1,380.00
EKU Jumbotron:	$0.00
Trophies:	$730.23
Trainers:	$0.00
Tournament Business Manager:	$00.00
Tournament Manager:	$300.00
Total Expenses:	**$5472.23**
WBON Sponsorship	**$1,000.00**
Micheal Watkins	**$200.00**
Tournament Revenue (ticket sales):	**$18,061.00**
Tournament Revenue Total	**$19,261.00**
Tournament Revenue – Expenses=	**$13,788.77**
Revenue Share Between 4 Schools:	**$3,447.19**

Game by Game Ticket Breakdown=

3-15-21 Model vs Madison Central Girls=	**1,484.00**
3-15-21 Model vs Madison Central Boys=	**3,290.00**
3-16-21 Madison Southern vs Berea Girls=	**2,842.00**
3-16-21 Madison Southern vs Berea Boys=	**3,318.00**
3-19-21 Madison Southern vs Madison Central Girls=	**3,178.00**
3-19-21 Madison Sothern vs Madison Central Boys=	**3,948.00**

Total= 18060.00

Due to the 11th region account:

Online Tickets Sales by MSHS- 16870.00 Due to 11th Region

In-person Sales to MSHS Faculty- 3-16-21= 784.00 total (392.00 Boys + 392.00 Girls) 56 tickets taken from 350 limit.

In-person Sales to MSHS Faculty- 3-19-21= 406.00 total (126.00 Girls 18 tickets) (280.00 Boys 40 tickets)- Tickets taken from 350 limit

Minus officials- $18060.00- $1562.00= 16498.00

Total Due= 16,498.00

2 checks from= 784.00 and 15,714.00

Make Checks Payable to 11th region Basketball

Worker	Job	Total Payment

Robert Montgomery	Game Management	150.00
Corey Stringfield	Game Management	150.00
Dustin Busler	Game Management	150.00
Sean Quinlan	Game management	150.00
Melinda Dolen	Gate Worker	150.00
Mary Kuhn	Gate Worker	50.00
Melissa Thomas	Gate Worker	150.00
Shelly Witzel	Gate Worker	100.00
Monica Barnes	Gate Worker	100.00
Adrien Bryant	Gate Worker	50.00
Celtia Eden	Gate Worker	50.00
Arthur Davis	Bookeeper	150.00
Bart Nichalson	PA	25.00
Mark Smith	PA	25.00
John Elliot	PA	50.00
Doug Fritz	PA	50.00
Ryan Fisher	Time Keeper	50.00
Jeremiah Duerson	Scoreboard	50.00
Nick Smith	Scoreboard	150.00

Jay Simmons	Tournament Manager	300.00

EKU	Rental Fee	1380.00
Berea	Split	**$3,447.19**
Madison Southern	Split	**$3,447.19**
Model	Split	**$3,447.19**
Madison Central	Split	**$3,447.19**

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:45:07 EDT

HEADERS

44th District Boys Basketball Tournament Championship Madison Southern vs Madison Central 2021-03-19 20:30:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

40 tickets

Ticket Level	Price	Qty Sold	Revenue
Total Sales		524	$3668.00 + 280.00 = 3,948.00
Total Comps		36	$0.00

TICKET PRICE LEVELS

Ticket Level	Price
Madison Central Tickets	$7.00
Madison Southern Tickets	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	Price	Qty Sold	Revenue
Madison Central Tickets - Comp: Box Office	$0.00	12	$0.00
Madison Central Tickets - Credit Card	$7.00	288	$2016.00
Madison Southern Tickets - Cash	$7.00	2	$14.00
Madison Southern Tickets - Comp: Box Office	$0.00	24	$0.00
Madison Southern Tickets - Credit Card	$7.00	234	$1638.00
Total Sales		524	$3668.00
Total Comps		36	$0.00

Ticket Level	Price	Qty Sold	Revenue
GRAND TOTALS		560	$3668.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets

PROMO CODE USAGE

Promo Code	Use Count

Code: **279**

Ticket Level	Tickets Sold
None	

Code: **40403**

Ticket Level	Tickets Sold
None	

Code: **NEO**

Ticket Level	Tickets Sold
None	

Code: **WAYNE**

Ticket Level	Tickets Sold
None	

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:44:54 EDT

HEADERS

44th District Girls Basketball Tournament Championship Madison Southern vs Madison Central 2021-03-19 17:30:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

Ticket Level	Price	Qty Sold	Revenue
Total Sales		436	$3052.00
Total Comps		33	$0.00

18 tickets
+ 126.00 = 3,178.00

TICKET PRICE LEVELS

Ticket Level	Price
Madison Southern Lady Eagles Tickets	$7.00
Madison Central Lady Indians Tickets	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	Price	Qty Sold	Revenue
Madison Southern Lady Eagles Tickets - Comp: Box Office	$0.00	15	$0.00
Madison Southern Lady Eagles Tickets - Credit Card	$7.00	267	$1869.00
Madison Central Lady Indians Tickets - Comp: Box Office	$0.00	18	$0.00
Madison Central Lady Indians Tickets - Credit Card	$7.00	169	$1183.00
Total Sales		436	$3052.00
Total Comps		33	$0.00

Ticket Level	Price	Qty Sold	Revenue
GRAND TOTALS		469	$3052.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets
Madison Central Lady Indians Tickets	113

PROMO CODE USAGE

Promo Code	Use Count
Code: **ARROW**	

Ticket Level	Tickets Sold
None	

Code: **HOGAN**

Ticket Level	Tickets Sold
None	

Code: **HULK**

Ticket Level	Tickets Sold
None	

Code: **MASCOT**

Ticket Level	Tickets Sold
None	

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:44:30 EDT

HEADERS

44th District Boys Basketball Tournament Berea vs Madison Southern 2021-03-16 20:00:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

56 tickets

Ticket Level	Price	Qty Sold	Revenue
Total Sales		418	$2926.00 + 392.00 = 3,318.00
Total Comps		9	$0.00

TICKET PRICE LEVELS

Ticket Level	Price
Berea Tickets	$7.00
Madison Southern Tickets	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	Price	Qty Sold	Revenue
Madison Southern Tickets - Comp: Box Office	$0.00	9	$0.00
Madison Southern Tickets - Credit Card	$7.00	290	$2030.00
Berea Tickets - Credit Card	$7.00	128	$896.00
Total Sales		418	$2926.00
Total Comps		9	$0.00
GRAND TOTALS		427	$2926.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets
Madison Southern Tickets	1

Ticket Level	**Available Tickets**
Berea Tickets	222

PROMO CODE USAGE

Promo Code	**Use Count**
Code: **BEREA100BOYS**	
Ticket Level	**Tickets Sold**
None	

Code: **BEREABOYS**

Ticket Level	**Tickets Sold**
None	

Code: **MADSOUTHBOYS**

Ticket Level	**Tickets Sold**
None	

Code: **MSHSBOYS100**

Ticket Level	**Tickets Sold**
None	

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:44:07 EDT

HEADERS

44th District Girls Basketball Tournament Berea vs Madison Southern 2021-03-16 17:30:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

56 tickets

Ticket Level	Price	Qty Sold	Revenue
Total Sales		350	$2450.00
Total Comps		9	$0.00

+ 392.00 = 2842.00

TICKET PRICE LEVELS

Ticket Level	Price
Berea Lady Pirates Tickets	$7.00
Madison Southern Lady Eagles Tickets	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	Price	Qty Sold	Revenue
Madison Southern Lady Eagles Tickets - Comp: Box Office	$0.00	9	$0.00
Madison Southern Lady Eagles Tickets - Credit Card	$7.00	226	$1582.00
Berea Lady Pirates Tickets - Credit Card	$7.00	124	$868.00
Total Sales		350	$2450.00
Total Comps		9	$0.00
GRAND TOTALS		359	$2450.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets

Ticket Level	Available Tickets
Madison Southern Lady Eagles Tickets	65
Berea Lady Pirates Tickets	226

PROMO CODE USAGE

Promo Code	Use Count

Code: **BEREA**

Ticket Level	Tickets Sold
None	

Code: **Berea100**

Ticket Level	Tickets Sold
None	

Code: **MSHS**

Ticket Level	Tickets Sold
None	

Code: **MSHS100**

Ticket Level	Tickets Sold
None	

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:43:44 EDT

HEADERS

44th District Boys Basketball Tournament Model vs Madison Central 2021-03-15 20:00:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

Ticket Level	Price	Qty Sold	Revenue
Total Sales		470	$3290.00
Total Comps		3	$0.00

TICKET PRICE LEVELS

Ticket Level	Price
Madison Central Tickets	$7.00
Model Tickets	$7.00
General Public	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	Price	Qty Sold	Revenue
Madison Central Tickets - Comp: Box Office	$0.00	3	$0.00
Madison Central Tickets - Credit Card	$7.00	260	$1820.00
Model Tickets - Credit Card	$7.00	110	$770.00
General Public - Credit Card	$7.00	104	$728.00
Refunds: Madison Central Tickets - Credit Card	$7.00	-4	$-28.00
Total Sales		470	$3290.00
Total Comps		3	$0.00

Ticket Level	Price	Qty Sold	Revenue
GRAND TOTALS		473	$3290.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets
Madison Central Tickets	91
Model Tickets	240
General Public	46

PROMO CODE USAGE

Promo Code	Use Count

Code: **CENTRAL**

Ticket Level	Tickets Sold
None	

Code: **CENTRAL100**

Ticket Level	Tickets Sold
None	

Code: **MODEL**

Ticket Level	Tickets Sold
None	

Code: **MODEL100BOYS**

Ticket Level	Tickets Sold
None	

PERFORMANCE AUDIT REPORT
Generated: 2021-03-22 09:42:47 EDT

HEADERS

44th District Girls Basketball Tournament Model vs Madison Central 2021-03-15 17:30:00 EDT Eastern Kentucky University 641 Eastern Bypass Richmond, KY 404075

EVENT SNAPSHOT

Ticket Level	**Price**	**Qty Sold**	**Revenue**
Total Sales		212	$1484.00
Total Comps		3	$0.00

TICKET PRICE LEVELS

Ticket Level	Price
Madison Central Lady Indians Tickets	$7.00
Model Lady Patriots Tickets	$7.00
General Public	$7.00

TICKET PACKAGES

N/A

SALES REPORT (TO DATE)

Ticket Level	**Price**	**Qty Sold**	**Revenue**
Madison Central Lady Indians Tickets - Comp: Box Office	$0.00	3	$0.00
Madison Central Lady Indians Tickets - Credit Card	$7.00	138	$966.00
Model Lady Patriots Tickets - Credit Card	$7.00	55	$385.00
General Public - Credit Card	$7.00	19	$133.00
Total Sales		212	$1484.00
Total Comps		3	$0.00
GRAND TOTALS		215	$1484.00

UNSOLD & HELD TICKETS

Ticket Level	Available Tickets
Madison Central Lady Indians Tickets	209
Model Lady Patriots Tickets	295
General Public	281

PROMO CODE USAGE

Promo Code	Use Count

Code: **CENTRAL**

Ticket Level	Tickets Sold
None	

Code: **MCHS100**

Ticket Level	Tickets Sold
None	

Code: **MODEL**

Ticket Level	Tickets Sold
None	

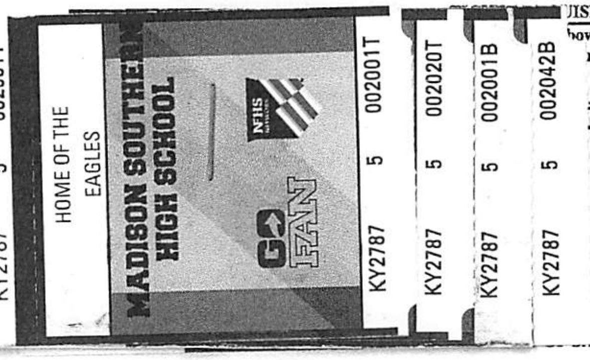
Code: **MODEL100**

Ticket Level	Tickets Sold
None	

F-SA-1

SCHOOL ACTIVITY FUND
REQUISITION AND REPORT OF TICKET SALES

School MSHS	Event District Athletic Tickets
Activity Account/Sport 300/1710	Date 3-18-2021
Boys Girls Grade________ Varsity JV Fresh	Receipt # 44084



...ISITION

...bove. The first ticket number sold (not the one attached to this form) ... recorded in Column C on completion of ticket sales.

...____(I) for change is also acknowledged.

X [signature]
Acknowledge Receipt of tickets and change fund

...LES

		A	B	C	D	E	F
		Ticket Color	Beginning Ticket Number	Next Available Ticket Number	Number of Tickets Sold (C-B)	Price Each ($)	Total (D x E)
Advance	Boys Game	Blue	2001	2042	40	$7	$280-
Sales	Girls Game	Orange	2001	2020	18	$7	$126-
	Other						
GATE	Adults						
#_______	Students						
	Other						
						Total Sales	(G) 406-

Checks	98-
Currency	(+) 307-
Coin	(+) 1-
Total of all money	(=) 406-
Less Start Up money (I)	(-) ~~0~~
Money Collected (H)	(=) 406-

Money Collected (H)	406-
Total Sales (G)	(-) 406-
Cash Over/Short (H-G)	(+ or -) ~~0~~
Amount to Receipt (H)	406-

Ticket Seller: M Dolen Date: 3-18-21

RECEIVED BY: Peggy Ball Date: 3-19-2021
School Treasurer

Ticket Taker: [signature] Date: 3-18-21

P X 'n Charge of Sales: [signature] Date: 3/18/21

* Form and money must be turned in to school treasurer the first work day following the event.
*Money is to be locked in school safe or taken to bank. Use one Form F-SA-1 per gate.

Girls Basketball Orange Ticket

Ticket #	Name	Ticket #	Name
1002	Jennifer Ulmer	1035	Peggy Bace
1003	K. Estepp by JU	1036	Brenda McCrim
1004	Pat Brock	1037	Sara Burns
1005	Mary Kuhn	1038	Robert H[illegible]
1006	Micki Erslan	1039	Laquetta R-Neeley
1007	Robb [illegible]	1040	Dustin Bisler
1008	Monica Barnes	1041	Retha Hembree
1009	Karen Hubbard	1042	Adrian Bright
1010	Dawna Gillian	1043	[illegible]
1011	Mavis York	1044	Ty Potter
1012	Katy Cross	1045	Melinda Dolen
1013	Duane Cross	1046	Vickie Grant
1014	Jeremy Grant	1047	Jan Simmons
1015	Mark Kilburn	1048	
1016	Natasha Ret[illegible]	1049	
1017	Debbie [illegible]	1050	
1018	Emily [illegible]	1051	
1019	Michelle Kates	1052	
1020	Kathy Schofield	1053	
1021	Deana Abbott	1054	
1022	Wendy Rutherford	1055	
1023	[illegible]	1056	
1024	[illegible]	1057	
1025	Shelly Mitzel	1058	
1026	[illegible]	1059	
1027	[illegible]	1060	
1028	Jennifer Murray	1061	
1029	Cindy Pauett		
1030	Lindsey Caudill		
1031	Todd H[illegible]		
1032	Makenna Stewart		
1033	[illegible] Patton		
1034	Jim Watts		

Boys Basketball Blue Ticket

Ticket #	Name	Ticket #	Name
1002	J. Ulmer	1035	Peggy Ball
1003	K. Estopp by J	1036	Brenda McCann
1004	Pat Buck	1037	Sara Burns
1005	Mary Kuhn	1038	Robert Hammonds
1006	Micki Ersel	1039	Laquetta R. Neeley
1007	[illegible]	1040	Dustin Burk
1008	Monica Barnes	1041	Letha Henson
1009	Karen Dobbard	1042	Adrian Bryant
1010	Dawna Dilham	1043	Dy M
1011	Marrie Cook	1044	Ty Potter
1012	Katy Cress	1045	Melinda Polen
1013	Duane Cress	1046	Vickie Grant
1014	Jeremy Grant	1047	Jay Simmons
1015	Mark A. Killam	1048	
1016	Natasha Kl	1049	
1017	Debbie Ashcraft	1050	
1018	Emily Alexander	1051	
1019	Michelle Kates	1052	
1020	Kathy Stringfield	1053	
1021	Deana Abbott	1054	
1022	Wendy Rutherford	1055	
1023	[illegible]	1056	
1024	[illegible]	1057	
1025	Shelly Mitzel	1058	
1026	Thad Eslin	1059	
1027	[illegible]	1060	
1028	Jennifer Muncy	1061	
1029	Cindy Parrett		
1030	Lindsey Caudill		
1031	Todd H		
1032	Makenna Stewart		
1033	Reid Patt		
1034	Jim Watts		

314 South Main St.
PO Box 459
Smiths Grove, KY 42171
Phone:1-800-274-4373
FAX: 1-270-563-9533
Email: info@riherds.com

Customer Need Date: March 10

riherds.com

"Selling Trophies and Awards since 1948"

Invoice #INW1021708

Bill To:
11th Region Tournament
Madison Southern High School
450 W. Reynolds
Lexington, KY 40503

Ship To:
Madison Southern High School
Attn: James Simmons, AD
279 Glades Rd
Berea, KY 40403

Order Date: February 17, 2021
Order #: 54675/phone t
Payment Method: Electronic Check 2150
Ship Date: March 8, 2021
Tracking number: 930478624970

Email:
james.simmons@madison.kyschools.us
Phone: 859-625-6148 (d)
859-582-1477 (n)

Quantity	Product #	Description	Price	Amount
20	KHSP57	KHSAA Basketball Plaque District 44 All District Team 10/Boys 10/Girls (quantity pricing)	$16.79	$335.80
2	KHSP68	KHSAA Basketball Plaque District 44 MVP 1/Boys 1/Girls	$22.50	$45.00

Ship:
Ground Service
(commercial)

Merchandise Total:	**$380.80**
Shipping & Handling:	**$31.95**
Ky. Sales Tax:	**$0.00**
Order Total:	**$412.75**

PAID

314 South Main St.
PO Box 459
Smiths Grove, KY 42171
Phone:1-800-274-4373
FAX: 1-270-563-9533
Email: khsaa@riherds.com

riherds.com

"Selling Trophies and Awards since 1948"

District 44 Boys Basketball Awards
Invoice #K0BKBD044

Bill To:
Madison Southern High School
Attn.: Bookkeeper
279 Glades Rd
Berea, KY 40403

Ship To:
Madison Southern High School
Attn.: James Simmons
279 Glades Rd
Berea, KY 40403

Tournament: District 44 Boys Basketball
Ship Date: March 5, 2021
Tracking Info: 930478624054

Email:
james.simmons@madison.kyschools.us
Phone (work): 859-625-6148
Phone (cell): 859-582-1477
FAX:

Quantity	Product #	Description	Price	Amount
1	KHSAA-15-W/DC	District Champion	$69.88	$69.88
1	KHSAA-15-R/DRU	District Runner-up	$69.88	$69.88

Paid with Check #2150

Merchandise Total:	**$139.76**
Shipping:	**$20.48**
Order Total:	**$160.24**

Payment Terms: Net 30 1.5%. Payment due by April 4, 2021

Please include this coupon with your payment to insure proper credit to your account

Invoice Amount: $160.24

Invoice #: K0BKBD044
Name: Madison Southern High School

Remit to: Riherds.com, LLC
314 South Main St.
PO Box 459
Smiths Grove, KY 42171

314 South Main St.
PO Box 459
Smiths Grove, KY 42171
Phone:1-800-274-4373
FAX: 1-270-563-9533
Email: khsaa@riherds.com

riherds.com

"Selling Trophies and Awards since 1948"

District 44 Girls Basketball Awards
Invoice #K0BKGD044

Bill To:
Madison Southern High School
Attn.: Bookkeeper
279 Glades Rd
Berea, KY 40403

Ship To:
Madison Southern High School
Attn.: James Simmons
279 Glades Rd
Berea, KY 40403

Tournament: District 44 Girls Basketball
Ship Date: March 8, 2021
Tracking Info: 930478624731

Email:
james.simmons@madison.kyschools.us
Phone (work): 859-625-6148
Phone (cell): 859-582-1477
FAX:

Quantity	Product #	Description	Price	Amount
1	KHSAA-15-W/DC	District Champion	$69.88	$69.88
1	KHSAA-15-R/DRU	District Runner-up	$69.88	$69.88

Paid with Check #2150

Merchandise Total:	**$139.76**
Shipping:	**$17.98**
Order Total:	**$157.74**

Payment Terms: Net 30 1.5%. Payment due by April 7, 2021

Please include this coupon with your payment to insure proper credit to your account

Invoice Amount: $157.74

Invoice #: K0BKGD044
Name: Madison Southern High School

Remit to:
Riherds.com, LLC
314 South Main St.
PO Box 459
Smiths Grove, KY 42171

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/15/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23264	**3/15/2021 5:30 PM**	**Basketball, Var-Girls**	**Eastern Kentucky Unive**	**Model Laboratory High**	**Madison Central High S**

Referee — Chuck Beighle — SS#: *****5713
4221 Evergreen Drive, Lexington, Kentucky 40513
C: 502-682-0993
Signature: Chuck
Date: 3/15/21
Date Of Birth: 6/10/1960

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire1 — Tony Posteraro — SS#: *****5479
1152 Lantern Creek Court, Lexington, Kentucky 40517
C: 814-594-4759
H: 814-594-4759
Signature: Tony
Date: 3/15/21
Date Of Birth: 9/1/1982

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire 2 — Bryan Blankenship — SS#: *****5174
412 Locksley Court, Georgetown, Kentucky 40324
C: 859-229-6662
Signature:
Date: 3/15/21
Date Of Birth: 4/25/1963

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Alternate

Signature:
Date:
Date Of Birth:

Game Fee: $
Perdiem: $
Travel: $
Total: $

Grand Total: $ 255

All Contracts are either on file with the assigner or have been accepted electronically.
When employed as an official, that person is an independent contractor, not an employee of the league nor of the schools involved in the event.

Athletic Director

pd 3/18/21

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/15/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23259	**3/15/2021 8:00 PM**	**Basketball, Var-Boys**	**Eastern Kentucky Unive**	**Model Laboratory High**	**Madison Central High S**

Referee	Luke Rouse	SS#: *****3407	Game Fee: $	85.00
	1012 Bella Dona Rd, Lexington, Kentucky 40515		Perdiem: $	0.00
	C: 859-433-0110	Signature: L. R	Travel: $	0.00
	H: 859-433-0110	Date: 3.15.21		
		Date Of Birth: 3/27/1996	**Total: $**	**85.00**
Umpire1	Matt Booth	SS#: *****6669	Game Fee: $	85.00
	395 Redding Rd #145, Lexington, Kentucky 40517		Perdiem: $	0.00
	C: 859-533-0801	Signature: Matt Booth	Travel: $	0.00
		Date: 3/15/21		
		Date Of Birth: 3/4/1979	**Total: $**	**85.00**
Umpire 2	Wallis Brooks	SS#: *****1889	Game Fee: $	85.00
	141 Woodmont Dr., Paris, Kentucky 40361		Perdiem: $	0.00
	C: 859-707-9299	Signature: W. B	Travel: $	0.00
	W: 859-988-1482	Date: 3/15/21		
		Date Of Birth: 4/5/1961	**Total: $**	**85.00**
Alternate			Game Fee: $	
			Perdiem: $	
		Signature:	Travel: $	
		Date:		
		Date Of Birth:	**Total: $**	

Grand Total: $ 255

All Contracts are either on file with the assigner or have been accepted electronically.
When employed as an official, that person is an independent contractor, not an employee of the league nor of the schools involved in the event.

Athletic Director

pd 3/18/21 BM

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/15/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23263	**3/16/2021 5:30 PM**	**Basketball, Var-Girls**	**Eastern Kentucky Unive**	**Berea Community High**	**Madison Southern High**

Referee
Dave Pugh — SS#: *****8640
6 Stoneybrook Drive, Winchester, Kentucky 40391
C: 859-327-2286
Signature: DP
Date: 3-16-21
Date Of Birth: 7/20/1970
Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire1
Brad Vickers — SS#: *****9193
112 Dickinson Drive, Georgetown, Kentucky 40324
C: 859-539-7697
Signature: Brad V
Date: 3/16/2021
Date Of Birth: 3/9/1966
Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire 2
Matt Booth — SS#: *****6669
395 Redding Rd #145, Lexington, Kentucky 40517
C: 859-533-0801
Signature: Matt Booth
Date: 3/16/21
Date Of Birth: 3/4/1979
Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Alternate
Signature:
Date:
Date Of Birth:
Game Fee: $
Perdiem: $
Travel: $
Total: $

Grand Total: $ 255

All Contracts are either on file with the assigner or have been accepted electronically.
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Athletic Director

pd 3/18/21 Bh

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/16/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23260	**3/16/2021 8:00 PM**	**Basketball, Var-Boys**	**Eastern Kentucky Unive**	**Berea Community High**	**Madison Southern High**

Referee — Chris Vanhoose — SS#: *****3438
3398 Fraserdale dr, Lexington, Kentucky 40503
C: 859-229-1891 — Signature:
H: 859-229-1891 — Date: 3/16/21
Date Of Birth: 5/5/1978

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire1 — David Brien — SS#: *****4703
339 West Sunset Ridge Drive, Mt Sterling, Kentucky 40353
C: 859-585-1609 — Signature:
Date: 3-16-21
Date Of Birth: 8-15-72

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire 2 — Christopher Turley — SS#: *****1167
119 Village Boulevard, Georgetown, Kentucky 40324
C: 859-588-4002 — Signature:
Date: 3/16/21
Date Of Birth: 6/20/1984

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Alternate

Signature:
Date:
Date Of Birth:

Game Fee: $
Perdiem: $
Travel: $
Total: $

Grand Total: $ 255 -

All Contracts are either on file with the assigner or have been accepted electronically.
When employed as an official, that person is an independent contractor, not an employee of the league nor of the schools involved in the event.

Athletic Director

Pd
3/18/21
Bln

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/18/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23261	3/19/2021 8:30 PM	Basketball, Var-Boys	Eastern Kentucky Unive	Madison Central High S	Madison Southern High

Referee
Clayton Brooks — SS#: *****3812
174 Old Post Rd, Paris, Kentucky 40361
C: 859-361-0000
Signature:
Date: 3-19-2021
Date Of Birth: 3/24/1962

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire1
David Brien — SS#: *****4703
339 West Sunset Ridge Drive, Mt Sterling, Kentucky 40353
C: 859-585-1609
Signature:
Date: 3-19-2021
Date Of Birth: 8-15-72

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire 2
Robert Gant — SS#: *****3081
468 Henry Clay Blvd, Lexington, Kentucky 40502
C: 859-539-2511
H: 859-539-2511
Signature:
Date: 3-19-21
Date Of Birth: 3/11/1997

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Alternate
Signature:
Date:
Date Of Birth:

Game Fee: $
Perdiem: $
Travel: $
Total: $

Grand Total: $ 255

All Contracts are either on file with the assigner or have been accepted electronically.
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Athletic Director

3/22/21
Pd

Official's Payment Voucher

Madison Southern High School
213 Glades Rd
Berea, Kentucky 40403-1329

Date: 3/18/2021

Game #	Date & Time	Sport & Level	Site	Home	Away
23262	3/19/2021 5:30 PM	Basketball, Var-Girls	Eastern Kentucky Unive	Madison Central High S	Madison Southern High

Referee
Scot Allison — SS#: *****0854
301 Kennedy Heights, Carlisle, Kentucky 40311
C: 859-473-2452
W: 859-473-2452
Signature:
Date: 3-19-21
Date Of Birth: 9/4/1969

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire1
Wallis Brooks — SS#: *****1889
141 Woodmont Dr., Paris, Kentucky 40361
C: 859-707-9299
W: 859-988-1482
Signature:
Date: 3/19/21
Date Of Birth: 4/5/1961

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Umpire 2
Scott Kendall — SS#: *****8690
2343 US Hwy 27 South, Cynthiana, Kentucky 41031
C: 859-588-3092
Signature:
Date: 3/19/21
Date Of Birth: 5/24/1994

Game Fee: $ 85.00
Perdiem: $ 0.00
Travel: $ 0.00
Total: $ 85.00

Alternate
Signature:
Date:
Date Of Birth:

Game Fee: $
Perdiem: $
Travel: $
Total: $

Grand Total: $ 255

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Athletic Director

3/22/21
Pd

DISTRICT OFFICIALS
PAYMENT/FEES

GAME DATE	SPORT	GAME #	OFFICIAL	AMOUNT PAID OFFICIAL	ARBITER FEE	DATE PAID IN ARBITER
3/15/21	G District Bktball	23264	Beighle, Chuck	$85.00	$2.00	3/18/21
3/15/21	G District Bktball	23264	Posterato, Tony	$85.00	$2.00	3/18/21
3/15/21	G District Bktball	23264	Blankenship, Bryar	$85.00	$2.00	3/18/21
3/15/21	B District Bktball	23259	Rouse, Luke	$85.00	$2.00	3/18/21
3/15/21	B District Bktball	23259	Booth, Matt	$85.00	$2.00	3/18/21
3/15/21	B District Bktball	23259	Brooks, Wallis	$85.00	$2.00	3/18/21
3/16/21	G District Bktball	23263	Pugh, Dave	$85.00	$2.00	3/18/21
3/16/21	G District Bktball	23263	Vickers, Brad	$85.00	$2.00	3/18/21
3/16/21	G District Bktball	26263	Booth, Matt	$85.00	$0.00	3/18/21
3/16/21	B District Bktball	23260	Vanhoose, Chris	$85.00	$2.00	3/18/21
3/16/21	B District Bktball	23260	Brien, David	$85.00	$2.00	3/18/21
3/16/21	B District Bktball	23260	Turley, Christoper	$85.00	$2.00	3/18/21
3/19/21	G District Bktball	23262	Allison, Scot	$85.00	$2.00	3/22/21
3/19/21	G District Bktball	23262	Brooks, Wallis	$85.00	$2.00	3/22/21
3/19/21	G District Bktball	23262	Kendall, Scott	$85.00	$2.00	3/22/21
3/19/21	B District Bktball	23261	Brooks, Clayton	$85.00	$2.00	3/22/21
3/19/21	B District Bktball	23261	Brien, David	$85.00	$0.00	3/22/21
3/19/21	B District Bktball	23261	Gant, Robert	$85.00	$2.00	3/22/21
				$1,530.00	$32.00	
				Total Paid	**$1562.00**	

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Engagement & Regional Stewardship
Conferencing & Events
www.conferencingandevents.eku.edu
Executive Director: Jill Price

202 Perkins Building
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-2001
FAX: (859) 622-1177

March 16, 2021
Prepared by: KK

EVENT CONTRACT

A SIGNED COPY OF THIS AGREEMENT MUST BE RETURNED TO:
EKU CONFERENCING & EVENTS
521 LANCASTER AVE., PERKINS 202, RICHMOND, KY 40475

This contract is made and entered into by and between Eastern Kentucky University (hereinafter referred to as "the University") and **Madison Southern High School** (hereinafter referred to as "Group") for the purpose of setting forth the terms and conditions relating to services provided by EKU for the program identified as **KHSAA District 44 Bball Tournament** (hereinafter referred to as "Event"), and the parties agree as follows:

Name of Group:	**Madison Southern High Scho**	Time of Event:	**4pm-10pm**
Representative:	**Jay Simmons**	Meeting Space:	**Alumni Coliseum McBrayer Arena**
Event Title:	**KHSAA District 44 Bball Tou**	# of Participants:	**600**
Date(s):	**March 15, 16, 19**	Audio/Visual :	**Standard Presentation**

EKU Direct Contact: **C&E** **859-622-2001**

The following is an **estimated itemization** of the total charges for your Event. Utilizing additional space, staff time (including, but not limited to, usage of EKU Facilities Services and EKU Police), a larger number of participants, audio/visual equipment, catering services (Aramark or otherwise) and adding Event dates to previously scheduled dates, etc., will increase your final cost.

Facility Fee:	**$850.00**	
Jumbotron	**~~$375.00~~**	0.00 JS
Cleaning	**$200.00**	
Miscellaneous	**$330.00**	Nets $30 3pt Line $300
Total Waived:	**$0.00**	
Total Due:	**$1,~~755~~.00**	1,380 JS

If your organization is tax exempt, please send a copy of the tax exemption form as you return the signed contract. The tax will be removed at final invoicing.

Initial JS

PAYMENT SCHEDULE:

Group shall pay a non-refundable deposit of $100 or 25%, whichever is greater, to reserve the Meeting Space(s) for the date and time requested. The deposit will be applied to the final balance. The balance shall be paid such that the University receives it no fewer than thirty (30) calendar days prior to the Event Date. If additional expenses are incurred (see following paragraphs), the balance shall be invoiced following the final Event Date. All indebtedness shall be paid within 30 calendar days of the invoice date. Above, you will find an estimated itemization of the total charges owed by Group. Making changes to the Event Information may change the amount owed.

USE OF PREMISES:

The University agrees to lease to Group only that portion of the facility which is described on Page 1 of this Contract as the "Meeting Space(s)," as well as all designated means of entry and egress and designated restroom facilities. The University shall not be responsible for any injuries or loss to property occurring as the result of Group's unauthorized use of other portions of the facility. Group shall use and occupy the premises for the sole purpose(s) stated above and for no other purpose without first obtaining the written consent of the University.

Group shall conform to and comply with all of the University's rules and regulations – specifically including, but not limited to, University Policy 7.1.1P entitled "Scheduling of University Facilities and Outdoor Space," and shall obey all posted signage when using the premises. Group shall comply with applicable municipal, county, state and federal ordinances, laws, rules and regulations when using the premises. Group shall not use the premises so as to create any nuisance, or in such a manner as may tend to increase the risk of fire or rate of liability insurance on the premises. Group shall be billed the cost paid by the University for all expenses related to repair, replacement, and/or excessive cleaning to the premises arising out of Group's use. See Appendix A for additional expectations for use of premises.

Group shall vacate the premises by 12:00 a.m. on the final Event Date, including all breakdown, cleanup, and load out. If premises are not vacated by 12:00 a.m., an additional facility fee of $100.00 per hour will be charged. Group shall not interfere with activities carried on by the University or other parties renting space within the same facility. University staff shall be permitted unlimited access to the Meeting Space at all times. All doors shall remain unlocked and free from obstruction. Pathways to emergency exits shall remain free and clear of unauthorized items. Doors that do not have doorstops affixed to them shall not be propped open.

Fire alarms and other emergency-related equipment are provided for the protection of the public and patrons of University facilities. Group will be notified of an emergency or threat to safety by an alarm or by University personnel. If necessary, the Meeting Space will be evacuated and Group will be directed to a designated area, where group should remain until University personnel instruct them to return to the Meeting Space.

Persons under the age of 18 shall be accompanied by an adult at all times. No animals shall be permitted within the Meeting Space other than service animals. Group shall notify University Conferencing & Events of any potentially dangerous or hazardous conditions observed by its members, whether pre-existing or occurring during the Event. Group shall notify University Conferencing & Events of any and all injuries and property damage – regardless of severity – that occur during the Event or during Event set-up, take-down, and load out. EKU is a Tobacco-Free Campus. The use of all forms of tobacco including vapor is prohibited on all University property, including the Meeting Space and adjoining sidewalks, parking lots, and parking structures. Any person observed to be using tobacco products on University property may be asked to leave the premises for the entire duration of the Event.

EMPLOYEES AND AGENTS OF GROUP:

Group's employees, staff, volunteers, and/or agents shall be held to all terms and conditions of the previous section, entitled "Use of Premises." If this Event will be attended by members of the EKU community or the community at large, Group shall engage employees, staff, volunteers, and/or agents who are courteous and respectful to the public. In the event Group's employees, staff, volunteers, and/or agents fail to meet this requirement, the identified individual(s) shall be immediately escorted from the premises.

Initial JJ

LIABILITY AND INSURANCE

The University, its regents, agents, employees and volunteers shall not be held liable for any damage to any persons or property arising from Group's use of the premises. Group shall defend, indemnify, and hold harmless the University, its governing board, agents, employees, and volunteers from and against any and all claims, actions, suits, procedures, expenses, demands, damages, costs, including reasonable attorney fees, and liability for injury to persons or damage to property arising out of Group's use of the premises, including actions and claims arising from the negligence of the University's regents, agents, employees and volunteers; Group's negligence; a third party's negligence; or any other cause.

Group, at Group's expense, shall carry and maintain public liability insurance coverage for bodily injury and property damage liability, which shall be in full force and effect on the Event Date(s), with an insurance company acceptable to the University and authorized to do business in the Commonwealth of Kentucky, with limits of coverage of not less than one million dollars ($1,000,000) for each incident and three million dollars ($3,000,000) in the aggregate, for the benefit of both the University and Group as a protection against all liability claims arising from Group's use of the leased Meeting Space. Event date(s) must be listed on the proof of insurance. This certificate must be received by University Conferencing & Events no fewer than thirty (30) calendar days before the Event Date, or the event will be subject to cancellation.

Group shall provide the University with a certificate of such liability insurance coverage (such as an Acord Certificate) that lists the University as an Additional Insured: Yes: __X__ No: _____

NON-DISCRIMINATION

Group agrees not to discriminate in any manner on the basis of sex, race, creed, age, color, national origin, religious belief, disability, sexual orientation, military status, or other protected category of person. Group further agrees to comply with all non-discrimination laws and policies promulgated by the University and to which the University is subject.

INDIVIDUALS WITH DISABILITIES:

University Conferencing & Events works in conjunction with the University Office of Services for Individuals with Disabilities to provide accessibility options for all our clients. To ensure the provision of equal access, Group shall provide requests for accommodation to University Conferencing & Events at least thirty (30) calendar days prior to the Event Date. Although the University is committed to providing equal access for individuals with disabilities, it cannot guarantee the fulfillment of requests made fewer than thirty (30) calendar days prior to the Event Date. For more information about the University Office of Services for Individuals with Disabilities please visit www.disabled.eku.edu.

TERMINATION OF CONTRACT:

Group may terminate this Contract by giving thirty (30) calendar days advance notice in writing (e-mail preferred). For cancellations made fewer than thirty (30) calendar days before the Event Date, Group shall forfeit its $100 or 25% deposit. For cancellations made fewer than ten (10) calendar days before the Event Date, Group shall also be charged a cancellation fee of 50%, which shall be paid to the University within 30 calendar days of the invoice date. Deposits paid by group will be applied toward the cancellation fee. The University will attempt to honor reservations for campus facilities and/or outdoor space, but reserves the right to cancel, delay or reschedule all activities, events, academic or non-academic classes, scheduled through University Conferencing & Events, due to unforeseen circumstances including but not limited to inclement weather, mechanical breakdowns, interruptions in water and electrical service, construction, and act or regulation of government authority, strike, emergency, and safety and health concerns. If an event is cancelled, every effort will be made to reschedule the Event for and alternative mutually agreeable date based upon availability. The University is not responsible for any costs or damages suffered by Group as a result of such change or cancellation.

Initial SS

MISCELLANEOUS & SAFETY

If Group fails to make payments as agreed under this Contract and legal recourse is necessary, Group shall pay the University its reasonable attorneys' fees, court costs, and all other expenses incurred in collecting or attempting to collect payment. The laws of the Commonwealth of Kentucky shall govern this agreement and the parties consent to the jurisdiction of the Franklin Circuit Court in all matters related to the interpretation and enforcement of this Contract. Should a court of competent jurisdiction declare any part of this Contract to be illegal or otherwise unenforceable, all other terms of this Contract shall survive and remain in effect.

If alcohol will be served at the event Group must acquire a "Request for Approval to Serve Alcoholic Beverages and Agreement" form from University Conferencing & Events office. This form must be completed and returned at least thirty (30) calendar days prior to the Event date, and must be approved by University Counsel.

LiveSafe is a mobile-safety app that affords the opportunity for consumers to summon emergency help, share safety information with others, view a map of and obtain directions to locations on campus. To get the app, download "LiveSafe" for free from Google Play or the App Store, register, fill out your profile, and verify your account, then select "Eastern Kentucky University". Also, The RAVE Emergency Notification System provides public safety information including, but not limited to weather, traffic, safety, and chemical situations to consumers via text, voice, and/or email messaging. To receive this information, go to http://www.getrave.com/login/eku, click the register button in the upper right hand corner, and register your information.

This Contract, its Appendices, and Addendums (if any) constitute the entire agreement between the University and Group with respect to Group's use of the Meeting Space(s) for the Event, and it supersedes any and all prior agreements – oral and written – relating thereto. Any amendment of the Contract must be in writing and must be signed by a representative of both the University and Group.

UNIVERSITY CONFERENCING & EVENTS MUST RECEIVE THIS SIGNED CONTRACT, AS WELL AS FINAL SETUP INFORMATION AND AUDIO/VISUAL REQUESTS, NO FEWER THAN THIRTY (30) CALENDAR DAYS PRIOR TO THE EVENT DATE OR THE EVENT MAY BE CANCELLED.

An authorized representative of Group has read the foregoing Contract and fully understands it and agrees to its terms and conditions:

Group Representative: ______ **Conferencing & Events Representative:** ______

Date: 3-15-21 **Date:** 3-15-21

Initial JJ

Kentucky UNBRIDLED SPIRIT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

Appendix A

Building/Room Capacity: Do not exceed the fire code capacity for a room, space or building.

Exits and Aisles: Exits and aisles must be maintained at all times. It is never permissible to block a marked exit, cover an exit sign, obscure a lit exit sign, store items in a stairwell, have objects protruding into an aisle, etc. Seating is not permitted in an aisle. Do not place chairs in aisles for additional seating capacity.

Sprinkler Heads: Do not hang any object from a sprinkler head. Do not store or place anything within 18" of a sprinkler head.

Electrical: Limit of one UL approved surge protector strip per outlet. If long cords are used in areas where individuals will be walking, the cords must be secured to the floor/ground in a manner as to prevent causing a trip hazard. Do not cover a cord with a carpet.

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

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, EKU Conferencing & Events and EKU Facilities Services must approve any changes, and EKU Facilities Services must move the furnishings (clients are not permitted to move furnishings that belong to EKU).

Candles/Open Flames: No open flames are permitted inside or outside EKU facilities according to State Law. This includes sparkler send-offs. EKU Risk Management will not approve requests for sparkler send-offs.

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. Per State law, no more than 20% of a wall may be covered with a flammable material.

Decorations: No confetti, glitter, or sand of any type is permitted inside EKU 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 voluminous to fit in trash receptacles provided on site must be removed by the group or organization using the 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. Failure to remove excessive trash, boxes, decorations and food immediately after the event has concluded may result in the presentation of additional charges.

Initial SJ

Appendix B

For the most up-to-date CORONAVIRUS guidance and policies for Eastern Kentucky University, please visit: **staywell.eku.edu**

Expectations for all event organizers and attendees:

1. Conduct daily temperature and health checks prior to coming to campus.

2. Maintain social distancing of at least 6 feet in academic and administrative settings.

3. Protect yourself and others by using face covers when around others.

4. Regularly wash hands for 20 seconds with soap and water.

5. Cough or sneeze into the crook of your elbow, even while wearing a face covering.

6. Avoid close congregating or forming lines.

7. When entering or moving about in a building, keep to your right and circulate in a counterclockwise fashion.

8. Generally, keep elevator occupancy to no more than two riders and stand in opposite corners.

9. Avoid touching your face and sharing items with others.

10. Use marked travel paths for safety. *In the event of an emergency, you many use any exit.

11. **Any individuals who experience symptoms should be sent home**. Symptoms include:
Fever (>100 F)/Chills, Cough, Shortness of breath/Difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea, Vomiting or Diarrhea.

Initial SS