

DIVISION OF FACILITIES

REQUEST FOR USE OF UNIVERSITY BUILDINGS AND GROUNDS

Please type or print clearly in ink. See instructions/policies on reverse side.

Name of Group or Department: _____

Requestor: _____ Email: _____ Phone: _____

Department Head: _____ Email: _____ Phone: _____

Faculty Advisor: _____ Email: _____ Phone: _____

Building/Room/Area Requested	Dates	Time
_____	_____	_____ a.m. p.m. to _____ a.m. p.m.
_____	_____	_____ a.m. p.m. to _____ a.m. p.m.
_____	_____	_____ a.m. p.m. to _____ a.m. p.m.

(General Use Classrooms are to remain unlocked at all times. If your room is locked, contact the KSU Police Department, 532-6412. The KSU Police Department is **NOT** responsible for unlocking department space doors.)

FUNCTION/ACTIVITY DESCRIPTION (Describe in detail, using attachments if necessary.): _____

GENERAL INFORMATION:

Expected Attendance _____ Open to non-campus public? Yes _____ No _____ Is activity for credit? Yes _____ No _____

Admission Charge/Collection of Money/Sale of Goods? Yes _____ No _____ (Attach copy of Fund Raising Permit obtained from Office of Student Activities and Services (OSAS), K-State Student Union.)

Will food be served? Yes _____ No _____ (Attach copy of menu.)

Organization preparing food: _____

SERVICES REQUESTED:

Security, traffic, parking, or barricade requests: _____

AN INTERDEPARTMENTAL REQUISITION (<http://www.k-state.edu/facilities/request/forms/pdf/IDR.pdf>) MUST ACCOMPANY THIS REQUEST FORM FOR THE FOLLOWING SERVICES:

Electrical/PA System: _____ Trash Barrels: _____

Tables and Chairs: _____ Custodial/Clean up: _____

Set Up/Tear Down: _____ Other: _____

I understand that requests are not approved unless signed by the Associate Vice President for Facilities or his designee or an electronic confirmation is received.

I understand that all requests are approved in accordance with University regulations regarding use of KSU facilities and are subject to cancellation if conditions make it necessary. I understand that faculty advisors, sponsoring departments, and/or requesting groups will be responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items. I understand that prompt payment of expenses incurred is the responsibility of the sponsoring entity. Abuse of these regulations may result in restricted or withdrawn privileges

NOTE: Academic, Academic-related, and Departmental reservations DO NOT require signature of Department Head. Faculty Advisor signature is required for Registered Student Organization requests.

SIGNED: _____

Faculty Advisor or Department Head

Date

APPROVE (For facilities use only)

Yes/No: Environmental Health and Safety
 Yes/No: KSU Police Department
 Yes/No: Facilities Services-Grounds

APPROVE (For facilities use only)

Yes/No: Weber/Military Science/Other
 Yes/No: Athletics Department
 Yes/No: Parking Services

USE AGREEMENTS-SPECIAL NOTATIONS: _____

APPROVED/DENIED: _____

Associate Vice President, Division of Facilities

Date

KSU facilities are available for use by authorized groups for activities that complement the teaching, research, and service programs of the University. The use of buildings and grounds for **OTHER THAN REGULARLY SCHEDULED ACADEMIC CLASSES AND FUNCTIONS** will be considered **SPECIAL USE** and may require a fee.

Fill in the request for use form as completely as possible to avoid delays or errors in processing. Include name, email address, and phone number of requestor, department head, and/or faculty advisor. Use one form for an activity that will be held at several dates or locations during the current semester; separate forms for different activities. (Refer to Policy and Procedures Manual, Chapter 7840.)

POLICY AND PROCEDURES FOR USE OF KSU FACILITIES

Scheduling of University buildings and grounds will be approved only for a group that is registered through the Office of Student Activities and Services (OSAS), or is sponsored through a University department. The Associate Vice President for Facilities may request further verification of eligibility if necessary. **FACILITIES ARE NOT AVAILABLE FOR PRIVATE USE.** McCain Auditorium, K-State Student Union, International Student Center, Chester E. Peters Recreation Complex, Bramlage Coliseum, and the KSU Football Stadium have independent scheduling policies and procedures. There are individualized use areas such as Weber Arena, Ahearn Sports Complex, Military Science Building Room 8, All Faiths and Danforth chapels, and specific grounds areas which have specialized policies in addition to those stated here. Depending on the nature of the activity, some user groups may be required to sign a waiver of liability.

A "Request for Use of University Buildings and Grounds" form must be completed and submitted at least **TWO WEEKS** in advance of the requested activity. Building opening requests should be submitted at least **24** hours in advance or before **noon** on Friday for weekends. Shorter notification may result in a rejection because of lack of time to make necessary arrangements. The KSU Police Department is responsible for unlocking **only the exterior doors of University buildings.**

Scheduling of activities can be made only for the current semester. Regularly scheduled continuing functions will be approved for **ONE SEMESTER ONLY.** Applications for renewal must be submitted and processed in the same manner as new requests.

Activities will be confined to as few buildings as feasible in order to comply reasonably with energy conservation requirements.

Food is not permitted to be handled and served in University buildings, except in select non-classroom areas and approved residence hall dining areas and the K-State Student Union. All catering of food on campus is to be arranged by the K-State Student Union or a licensed caterer. Catered events involving food not supplied by the K-State Student Union must meet the requirements of the Campus Sanitation Committee and be approved by the Campus Sanitarian before the request is considered. These requests must be submitted at least **TWO WEEKS** in advance of the requested activity.

Fund raising functions (OSAS definition: any activity which involves a collection of money from non-members) require a Fund Raising Permit before the request will be considered.

All arrangements for service, equipment, or personnel are made by the Division of Facilities, unless an alternative agreement is reached. Requisitions are required where specified. Billing for services is done after the event on the basis of time and materials used, unless mutually agreed upon in advance.

Areas should be cleaned up and left in their original condition. Areas may be subject to inspection by a representative of the Facilities staff. Charges may be assessed for additional clean up or damage.

The signature of the **Department Head** is required for departmentally sponsored and/or academic functions; the **Faculty Advisor** for OSAS registered groups. **Faculty sponsors or sponsoring departments or units and requesting groups will be responsible for their group's activities and conduct during the event, and the prompt payment of expenses incurred.** All fire, safety, sanitation, and special regulations specified for each area are to be followed.

All requests are approved in accordance with University regulations concerning use of Kansas State University facilities and are subject to cancellation by the Associate Vice President for Facilities.

If you require information or help in planning, contact Facilities Space Scheduling, 532-1712 or 532-6389. Submit completed forms to Support Services, 109 Dykstra Hall or fax them to 532-1711.