

DIVISION OF FACILITIES

REQUEST FOR USE OF KANSAS STATE UNIVERSITY CHAPELS

Please submit at least ONE WEEK in advance. Type or print clearly in ink. See instructions on reverse side.

Name of Group, Department, or Individual _____

Home Phone _____

Requestor _____ Bldg & Dept or Home Address _____ Work Phone _____

Department Head _____ Dept & Bldg _____ Phone _____
(When applicable)

Faculty Advisor _____ Dept & Bldg _____ Phone _____
(When applicable)

Chapel(s) Requested ¹	Dates	Time
<u>ALL FAITHS CHAPEL</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
Capacity 465, theater seating, piano ² pipe organ ² .	_____	_____ a.m./p.m. to _____ a.m./p.m.

REQUESTORS are allowed in the chapel ONLY for the times that have been reserved.

<u>DANFORTH CHAPEL</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
Capacity 65, pew seating, piano, organ.	_____	_____ a.m./p.m. to _____ a.m./p.m.
	_____	_____ a.m./p.m. to _____ a.m./p.m.

REQUESTORS are allowed in the chapel ONLY for the times that have been reserved.

¹Fee Notice: All Faiths and Danforth Chapels have a fee schedule for use of the facilities.

Contact Division of Facilities at 532-1712, for current rates.

²Permission for use of piano and pipe organ in All Faiths Chapel must be obtained from Music Department 532-5740 prior to use. See instructions on back for details.

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, K-State Student Union.)

DECORATING:

Decorating is to be done on the day of the event, NOT at rehearsal times.

I understand that requests are not approved unless signed by the Associate Vice President for Facilities.

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 group 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 or individuals in the case of weddings or similar activities. Use fees are payable in advance. Abuse of these regulations may result in restricted or withdrawn privileges.

SIGNED : _____
Faculty Advisor Date

SIGNED: _____
Department Head Date

SIGNED : _____
Individual User (Weddings) Date

SIGNED: _____
Other Date

USE AGREEMENTS-SPECIAL NOTATIONS: _____

APPROVED/DENIED: _____

Associate Vice President, Division of Facilities Date

PROCEDURES FOR SCHEDULING ALL FAITHS AND DANFORTH CHAPELS

1. Requests for use of All Faiths and Danforth Chapels will be processed in accordance with the KSU Policy for Use of Buildings and Grounds, Policy and Procedures Manual, Chapter 7840.
2. The master schedule for the chapels is maintained by Facilities Room Scheduling personnel, Division of Facilities, 109 Dykstra Hall, 532-1712.
3. Priority scheduling is given to Department of Music academic requirements and specific religious activities.
4. Scheduling is done on a single semester basis.
5. A use fee may be charged for all activities not considered to be academic. All use fees are payable in advance. Contact Facilities Support Services, 532-1712, for current rates.
6. Smoking is not permitted in the building.
7. Food is not permitted to be served in the building.
8. Decorations are not permitted to be attached to the building.
9. Decorations for weddings are limited to baskets of flowers and/or palm or fern plants. The user will remove decorations immediately following the ceremony.
10. 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.**
11. The piano and organ located in All Faiths Chapel are the property of the Music Department and approval for use must be obtained from the head of the Music Department, 532-5740. Keys for access must be obtained from the Music Department.
12. Furniture, instruments, and other altar appointments shall not be moved without prior approval.
13. The chapels may be scheduled as a waiting area for a wedding party but **CANNOT BE USED AS DRESSING ROOMS FOR A WEDDING PARTY.** A use fee will be charged for this service.
14. A donation may be made to KSU Foundation Chapel Fund for those activities which do not have a use fee charged.
15. The final authority for approval for use of the chapels rests with the Associate Vice President for Facilities.
16. Individuals renting the chapels for weddings should use the following address for their wedding invitations:
1400 Vattier, Manhattan, KS 66502.
17. All questions concerning use of the chapels should be directed to Division of Facilities, Support Services, 532-1712 or 532-6373. Submit completed forms to 109 Dykstra Hall, or fax to 532-1711.
18. **To hold your reservation you must fill out needed paperwork and pay all fees.**

COPIES OF ORIGINAL REQUEST PROVIDED: DATE _____ a.m. p.m.
 Copies of any change to request provided: DATE _____ a.m. p.m.

Requestor	_____	Dean of Students	_____
Custodial	_____	Music	_____
Grounds	_____	Financial Services	_____
Department Head	_____	Faculty Advisor	_____
Other	_____		

