

# DIVISION OF FACILITIES

## REQUEST FOR USE OF AHEARN SPORTS COMPLEX

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

Name of Group or Department \_\_\_\_\_

Requestor \_\_\_\_\_ Bldg & Room or Address \_\_\_\_\_ Phone \_\_\_\_\_

Department Head \_\_\_\_\_ Bldg & Room \_\_\_\_\_ Phone \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Dept & Bldg \_\_\_\_\_ Phone \_\_\_\_\_

Circle Area(s) Requested	Dates	Time
<b><u>AHEARN FIELD HOUSE:</u></b>		
Field House      Track	_____	_____ a.m./p.m. to _____ a.m./p.m.
Gymnasium      Lawn	_____	_____ a.m./p.m. to _____ a.m./p.m.
<b><u>MEMORIAL STADIUM:</u></b>		
Track      Main Field	_____	_____ a.m./p.m. to _____ a.m./p.m.
Track      West Stands	_____	_____ a.m./p.m. to _____ a.m./p.m.
<b><u>NATORIUM:</u></b>		
6 lane pool      Glass Classroom	_____	_____ a.m./p.m. to _____ a.m./p.m.
8 lane pool      Diving Well	_____	_____ a.m./p.m. to _____ a.m./p.m.
8 lane pool      Bleacher Area	_____	_____ a.m./p.m. to _____ a.m./p.m.

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

**GENERAL INFORMATION:**

Expected Attendance \_\_\_\_\_ Open to non-campus public? 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.)

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach copy of menu.) Organization preparing food: \_\_\_\_\_

**SERVICES REQUESTED:**

Security, traffic, or parking requests: \_\_\_\_\_

**AN INTERDEPARTMENTAL REQUISITION MUST ACCOMPANY THIS REQUEST FORM FOR THE FOLLOWING SERVICES:**

Electrical/PA System: \_\_\_\_\_ Trash Barrels: \_\_\_\_\_

Tables and Chairs: \_\_\_\_\_ Custodial/Clean up: \_\_\_\_\_

Barricades (Delivered & Picked Up): \_\_\_\_\_ Set Up/Tear Down: \_\_\_\_\_

Other: \_\_\_\_\_

*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 groups are 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.*

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
**REQUESTOR** Date **DEPARTMENT HEAD/FACULTY ADVISOR** Date

**APPROVED:**

<b><u>CEDUC</u></b>	<b><u>FACSR</u></b>	<b><u>ICATA</u></b>	<b><u>KINES</u></b>	<b><u>KSUPD</u></b>	<b><u>PARKING</u></b>	<b><u>PSAFE</u></b>	<b><u>RECSR</u></b>
Yes _____	Yes _____	Yes _____	Yes _____	Yes _____	Yes _____	Yes _____	Yes _____
No _____	No _____	No _____	No _____	No _____	No _____	No _____	No _____

**SIGNATURE:** \_\_\_\_\_

**USE AGREEMENTS-SPECIAL NOTATIONS:** \_\_\_\_\_

**APPROVED/DENIED:** \_\_\_\_\_

Associate Vice President, Division of Facilities      Date

# PLEASE READ ALL INFORMATION

The Ahearn Sports Complex is a shared use, multi-purpose facility. Priority of use will be given to the following four Departments: **Department of Kinesiology, Intercollegiate Athletics, Continuing Education, and Recreation Services**. The use of Ahearn Sports Complex 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, address, and phone number of requestor, department head, and/or faculty advisor. Use one form for an activity that will be held on 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 Ahearn Sports Complex 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.** Depending on the nature of the activity, some user groups may be required to sign a waiver of liability.

A "Request for Use of Ahearn Sports Complex" form must be completed and submitted at least **TWO WEEKS** in advance of the requested activity. **Shorter notification may result in a rejection because of lack of time to make necessary arrangements.**

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. Scheduling for Summer semester can begin March 1; Fall semester can begin April 1; Spring semester scheduling can begin October 1.

Permission must be obtained from the Ahearn Users Group for any person or group to dispense food or drink in the Sports Complex. These requests must be submitted at least **ONE MONTH** in advance of the season or requested activity.

University registered organizations sponsoring 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 services, equipment, or personnel are made by the Division of Facilities, unless an alternative agreement is reached. **INTERDEPARTMENTAL 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, or 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 Support Services, 532-1712 or 532-6389. Submit completed forms to Support Services, 109 Dykstra Hall, or fax to 532-1711.

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

Requestor	_____	Work Management	_____
Custodial	_____	Energy Systems	_____
Grounds	_____	Ahearn Complex	_____
Department Head	_____	Bramlage	_____
Faculty Advisor	_____	Other	_____
			_____
			_____
			_____