

Leadership Studies Building General Policies

The purpose of the Leadership Studies Building (LSB) is to serve as a classroom and educational facility. Although hosting events is allowed in the building, one should recognize the primary use. Failure to abide by any of the policies below may result in discontinued ability to reserve space in the LSB. * Submitting the online form certifies that you have read and will abide by the LSB General Policies *

Hours and Reservations

- Building hours of the LSB are **Monday-Friday 8am-7pm**.
- All use of space must be scheduled through Staley School of Leadership Studies (SSL) academic program coordinator at 785-532-6085 or the program manager.
- Please request space through the online form at <https://www.kstate.edu/leadership/about/building/reservationform.html> Please call 785-532-6085 with any questions.
- There will be no staff support in the building after 4:45 pm.
- Any space requests for times outside of building hours must have an SSL faculty or staff representative present.
- All guests must vacate the scheduled space at the ending time of the event, unless approved by the SSL staff.
- Open spaces, including the lobby area cannot normally be reserved during building hours.

Food and Beverage

- If meals are served during an event, boxed or pre-packaged meals, bottled beverages, and disposable food utensils and dishes present the lowest risk to attendees.
- All food and beverage provided in the LSB must be catered through Radina's or the K-State Student Union's approved caterer system.
- When requesting to reserve space, please communicate all catering plans on the online form.
- The K-State Student Union's approved caterers can be found at: <http://union.kstate.edu/food-fun/catering/approved-caterers>.
- The LSB abides by the policies of Kansas State University pertaining to alcohol, including **approval 3 weeks prior** to the event. Alcohol is only permitted in conference rooms and on the balcony. Copies of approved Alcohol Beverage Request forms <https://www.k-state.edu/policies/ppm/3000/3053100.pdf> must be submitted to the Administrative Support Staff in Room 257.
- All food must be approved by Dr. Bridges, our Sanitarian with Environmental Health and Safety at 785-532-4299. More information is attached [here](#).

Technology

- It is expected that users will provide their own Mac to VGA adapters, Mac to HDMI adaptors, presentation clickers, laptops, and other forms of technology resources not standard in the reserved space.
- Technology trainings are available by appointment prior to event. Please contact the office specialist at 785-532-6085 to schedule.
- If your event will require advanced technology, it is possible you will need to contact KSU's iTAC at 785-532-5798.
- To use the technology in rooms 111, 112, 113, 123, 126, and 127, **you must provide a laptop**. If the laptop is a Mac, you will also need to provide an adapter to a VGA or HDMI cord.
- Rooms 201, 247, 253, and Town Hall (114) have computers available for use. They still have the capability to use laptops if preferred. If you prefer to use your own laptop and the laptop is a Mac, you will also need to provide an adapter to a VGA or HDMI cord.

Furniture

- The movement of any fixtures, furniture, or furnishings from any space within the LSB must be approved by SSL staff. Removal of any fixtures, furniture, or furnishings from the LSB is prohibited.
- SSL staff are not responsible for guests' lost, damaged or stolen articles. Lost and found is located in Room 257.

General

- No items or materials may be left in rooms when the reservation has ended for the day. Rooms cannot be secured and overnight storage in rooms is prohibited. Any items left in the room will be collected by LSB staff and entered into the lost and found located in Room 257 or disposed of as appropriate.
- **Do not tape anything** to any surface. Sign stanchions and magnets are available by request. Post-it flip-charts are not provided but are a good solution when needing to post notes.
- Report any spills or damage in the building to staff in Room 257 for immediate attention.
- **Users will assume all cost for damage to the LSB.**
- **Users are responsible for clean-up of the event** including removal of trash and recycling, and furniture arrangement. Do not overfill trash cans.
- The smoking of cigarettes, cigars, pipes or burning tobacco in any other form or device, as well as the use of electronic cigarettes, vaporizers, hookah or other water pipe devices and all other related devices, is prohibited: <https://www.k-state.edu/vpaf/cleanair/index.html>.
- Animals are not allowed in the LSB except for those licensed to assist persons with disabilities.
- Glitter, sprinkles or confetti will not be allowed in the LSB. No open-flamed candles are permitted.
- Live music as well as sound amplification systems and excessive sound must be approved by SSL staff in advance.

