

## Leadership Studies Building General Policies

The purpose of the Leadership Studies Building 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 above may result in discontinued ability to reserve space in the LSB.

### Hours

- Business hours of the Leadership Studies Building (LSB) are Monday-Friday 8am -5pm.
- Building hours of the LSB are M-Th 7am-9pm and F 7am-6pm. Shortened hours of 8am-5pm are typical when students are not on campus, including summer. The LSB is closed on weekends and University Holidays. Building hours are subject to change.
- All use of space must be scheduled through LSB staff. Please contact the Building Manager or request space through the online form at <http://www.k-state.edu/leadership/building/Reserving.html>.
- All guests must vacate the scheduled space at the ending time of the event, unless approved by the SLS staff.
- All guests must vacate the building prior to building closing time. Events should be scheduled to end 20 minutes prior to closing time to ensure a timely exit.
- No events are permitted in open spaces, including the lobby area.

### Food and Beverage

- All food and beverage provided in the LSB must be catered through Radina's or the K-State Student Union Food Service.
- Upon reserving the space, all catering needs should be communicated to the building manager.
- To order catering through Radina's, complete the form at <http://radinascoffee.com/catering> at least 72 hours in advance. For the K-State Student Union Food Service email [kstateunioncatering@yahoo.com](mailto:kstateunioncatering@yahoo.com) to start your order.
- 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 events for honoring a person or for fundraising efforts. Alcohol is only permitted in conference rooms and balcony. All approvals must go through the Building Manager.

### Technology

- Mac adapters, presentation clickers, laptops, and other forms of technology resources are not be provided and are not available through the LSB.
- Technology trainings are available by appointment prior to event. Please contact the Building Manager to schedule.
- **LSB staff members are located in room 103.** Please contact them for technology assistance and other support you may need for your event.
- To use the technology in rooms 123, 126, 127, 201, and 247, **you must provide a laptop.** If the laptop is a Mac, you will also need to provide an adapter to a VGA cord.
- Rooms 111, 112, 113, and 114 (Town Hall) 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 cord.

## Conference Calls

- The Faculty Conference Room, 247, has conference call capabilities. The phone numbers is 785-532-3290 respectively.
- Phones can conference two additional lines. To call long distance, you must provide your own long-distance code. If more lines are needed, you must work with Telecom to set up an external conference call.

## Furniture

- A maximum of 3 five-foot tables can be provided for an event. This must be indicated upon reserving space. You may rent additional tables from K-State Student Union Food Service.
- LSB does not provide tablecloths or water stations.
- Coasters must be used in 102 and 247.
- The removal of any fixtures, furniture, or furnishings from the LSB is prohibited.
- The removal of any fixtures, furniture, or furnishings from any space within the LSB must be approved by LSB staff.
- You may move desks, chairs, and tables around within the room to best suit your event. Conference tables must be put back in previous configuration. Desks and chairs must be unstacked, but do not have a standard configuration.
- Table tops in the faculty conference room (247) must be protected from heat by the user.
- LSB staff is not responsible for guests' lost, damaged or stolen articles. Lost and found is located in room 103.

## 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 or disposed of as appropriate.
- **Do not tape anything** to any surface. Sign standards 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 103 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. Trash cans are available for catered events. Do not overfill trash cans. It is the responsibility of the room user to work with the caterer to have trash removed post-event.
- LSB abides by the policies of Kansas State University pertaining to tobacco use. A NO SMOKING and NO TOBACCO policy is in effect inside the LSB and within 30 feet of the LSB.  
<http://www.k-state.edu/policies/ppm/3720.html#smoking>
- 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 LSB staff.

*I have read, understand and agree to adhere to the policies stated above.*

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Signature

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Date