

## **GUIDELINES AND REQUIREMENTS FOR USE OF THE PRESIDENT'S RESIDENCE FOR EVENTS**

Kansas State University is fortunate to have a lovely residence for the President, First Lady and family. This home is a significant structure on the K-State campus. The President's residence is primarily the private residence for the university's President; however, the President and First Lady are pleased to share this lovely home through invitation.

To assist organizations/groups who would like to entertain at the President's Residence (100 Wilson Court), the following guidelines have been established and must be agreed upon prior to the use of the home:

- Only organizations/groups and/or events requested by the President and/or First Lady shall be held at the President's residence or on the grounds immediately surrounding the home. The President's residence is not available for commercial purposes, media promotions or private parties.
- The use of the President's residence shall not be confirmed for any event earlier than six months prior to the date of the proposed event.
- Only designated areas of the first floor of the President's residence shall be available for use by university/community groups. The second floor, third floor and basement are for private use.
- All organizations/groups requesting functions at the President's residence shall designate one individual responsible for contacting the President's Office Event Coordinator, Shelly Broccolo, to discuss details of the event. Contact information for Shelly Broccolo is: 785-532-4789 or [avery@ksu.edu](mailto:avery@ksu.edu).
- Invitations must be approved by the President's Office Event Coordinator, Shelly Broccolo, prior to mailing.
- The organization/group shall provide nametags for all guests invited to the event and deliver them to the President's residence 24 hours prior to the start of the event.
- Only a caterer pre-approved by the event coordinator for the President's residence shall be allowed to provide food and beverage for an organization/group using 100 Wilson Court. At least two weeks prior to the event, this caterer shall provide a proposed menu to the event coordinator in the President's Office.
- A completed event form shall be returned to the event coordinator in the President's Office at least one month prior to the scheduled event. Please advise the event coordinator if any special accommodations are needed.
- Guests shall be instructed to park in Parking Lot A3 located behind the President's residence. Parking is not allowed in the circle drive at the residence. **Drop off and pick up only.**

- Any group using the President's residence shall strictly observe the reservation times on the event form attached hereto. Those assisting with the event shall arrive no more than 30 minutes prior to the start of the event.
- Organizations/groups shall provide their own hosts to greet guests, help with coats and distribute name tags.
- Furniture shall not be moved without approval of the President's Office event coordinator.
- While there is no rental charge for the use of the home, the group/individuals are responsible for any catering or equipment charges unless prior arrangements have been made.
- If the group/individuals includes undergraduate students or individuals under the age of 21, it is preferred that alcoholic beverages are not served. If alcoholic beverages are served, the group/individuals are responsible to prevent underage drinking.

I/we understand and agree to comply with the above guidelines and requirements.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Please print signature and return with the attached event form requesting use of the home.

Please retain a copy for your file.

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**EVENT FORM**  
**100 Wilson Court**  
**President's Residence**

Name of Event: \_\_\_\_\_

Host Organization/Group: \_\_\_\_\_

Contact Name and Address: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Proposed Start Time: \_\_\_\_\_ Proposed End Time: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Type of Event:

\_\_\_\_\_ Breakfast    \_\_\_\_\_ Lunch    \_\_\_\_\_ Dinner    \_\_\_\_\_ Reception

\_\_\_\_\_ Outside    \_\_\_\_\_ Inside    \_\_\_\_\_ Both

Parking for the event: \_\_\_\_\_  
(Other than Parking Lot A3)

Request presence of President \_\_\_\_\_ First Lady \_\_\_\_\_ Other university official \_\_\_\_\_

Remarks by the President or First Lady: \_\_\_\_\_ YES \_\_\_\_\_ NO

(Include length of time for them to speak—Attach program if possible)

Name of Caterer and menu: \_\_\_\_\_

(Would prefer Chartwells as the caterer for the President's residence, 785-532-6068 -ask for Becky Bolte).

Will the event be paid by the following: \_\_\_\_\_ Individual/Group \_\_\_\_\_  
KSU Department, \_\_\_\_\_ KSU President's Office (provide documentation) \_\_\_\_\_

Will flowers or special decorations be provided? \_\_\_\_\_ Name of Florist \_\_\_\_\_

Expected dress code \_\_\_\_\_

Equipment needed for the event: \_\_\_\_\_

(i.e.; tables, chairs, table linens, podium AV, sound system, tent, etc.)

**Please send completed form to:**

**Shelly Broccolo**  
**Office of the President**  
**Kansas State University**  
**Manhattan, Kansas 66505**  
**785-532-4789 office**  
**785-313-4041 cell**  
[avery@ksu.edu](mailto:avery@ksu.edu)