



2026 Facility Guide Bilbrey Family Event Center

(785) 532-6226

www.k-state.edu/bilbrey



Welcome

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Bilbrey Family Event Center

Welcome to the Bilbrey Family Event Center at Kansas State University!

Designed to support livestock, equine, agricultural, educational, and community events, the facility offers a flexible indoor venue that can accommodate everything from rodeos and horse shows to clinics, meetings, and specialty events. This guide provides an overview of the venue, available amenities, rental options, operational requirements, and event planning resources to help you host a successful event. Our team is committed to working with organizers every step of the way to create a safe, professional, and memorable experience for exhibitors, participants, and guests.

Contact List

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Bilbrey Family Event Center

Facility Overview

The Bilbrey Family Event Center includes a variety of indoor event spaces designed to accommodate livestock, equine, educational, and public events. This section highlights the facility's primary event areas, seating capacities, support spaces, and available resources. Understanding the layout and capabilities of each area will help organizers determine how the venue can best support their event goals.

FACILITIES AND SPACES ON THE GROUNDS

Tee Jay Quarter Horses Walker Family Arena

- 130 feet x 250 feet with bleacher seating for 3,000
- Stock pens with bucking chutes and roping boxes

Kelly and Marcie Lechtenberg Staging Area

- 80 feet x 80 feet
- Alley way that leads into the main arena

Sixes Sixgun Lounge (VIP Space)

Classroom Space

Mezzanine Space

First Aid Space

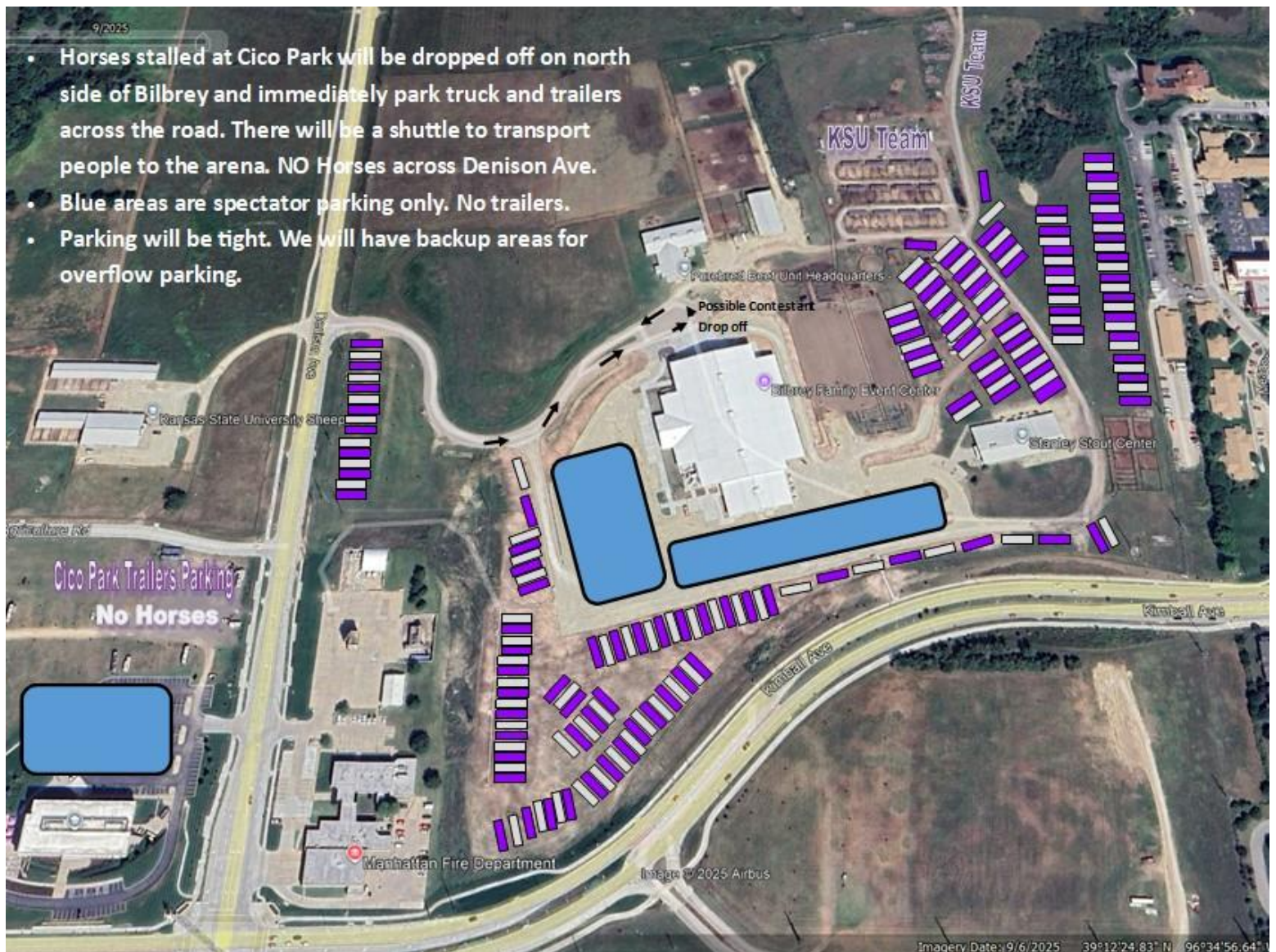
FACILITY RESOURCES

- Concession Stand
- Bob Clore Box Office
- P.A. System
- Indoor wash area
- Rock spectator parking lot
- Grassed trailer parking
- WW Rodeo chute systems

Bilbrey Family Event Center

Facility Map

A successful event depends on efficient movement of people, animals, equipment, and vehicles. The facility map provides an overview of key venue locations, including event spaces, parking areas, livestock access points, staging areas, and guest amenities. Event organizers are encouraged to review the map during the planning process to assist with traffic flow, participant communications, and event operations.



Bilbrey Family Event Center

Venue Guidelines

To ensure a positive experience for all facility users, certain operational policies apply to every event. These policies help protect venue assets, maintain compliance with university requirements, and promote a safe environment for participants and spectators. This section summarizes the most commonly referenced policies and serves as a planning resource for organizers, vendors, and event staff.

General Information

Animals

In accordance with the Americans with Disabilities Act (ADA), service animals are trained to do work or perform tasks for the benefit of an individual with a disability.

Animals approved to be on the premises must meet the following confinement guidelines:

1. Animal(s) must always be on leash, if not confined in a pen
2. Animal(s) must always be under constant control
3. Owner or handler will be fully responsible for animal(s)

ATMs

There are no ATM machines available at this complex. The closest locations are any of the nearby convenience stores.

Bilbrey Family Event Center

Venue Guidelines

Cable Management

All cables/cords running across any floor surface must be either taped down with safety hazard tape to minimize tripping hazards. Uncovered, unfastened, or unsecured cables, cords, wires, air and water hose, etcetera, are prohibited.

Drones

All unmanned aircraft/drone (UAS) use is strictly prohibited unless approved in advance by the University's designated approval authority (DAA). Anyone wishing to operate a drone, whether participants, vendors, or invitees, must submit a request ahead of time, provide required FAA certifications, and meet insurance requirements. For the most updated information please review this link: [PPM Chapter 7860: Unmanned Aircraft Systems Policy | K-State | Kansas State University](#)

Electrical Equipment

Electrical outlets are limited in the venue. As a result, the facility requests that vendors utilizing electrical equipment communicate their needs to ensure they are appropriately accounted for. This may include sourcing power by other means; any equipment associated with the Bilbrey Event Center should not be removed by the licensee or any other personnel at any time.

First Aid and Medical Emergencies

A first aid center is available northeast of the arena. Dependent upon type and attendance, first aid personnel may be mandatory during show hours.

In all causes of illness and/or injury, it is imperative to contact a Bilbrey Family Event Center or present K-State employee to notify the event manager. The event manager can request medical assistance and coordinate EMS to the area that individual in need. In the case of an extreme emergency, dial 9-1-1 and then contact a Bilbrey Event Center or present K-State employee.

Bilbrey Family Event Center

Venue Guidelines

Floor Protection (Carpet)

Carpet floors must be protected from any work being performed and the movement of any furniture. Heat tape and double-faced tape may not be used. Rubber wheeled carts are authorized to transport items. Licensee is responsible for any damage caused by the licensee, their guests, or their worker's activities.

Fog and Haze Machine

The use of water-based fog and haze machines for lighting and theatrical effects is allowed with in the Bilbrey Family Event Center. The venue Director must be notified at least fourteen (14) to thirty-one (31) days prior to the event show times of the use of the fog/smoke machines.

Pyrotechnics, fireworks, flame effects, spark machines, and open-flame special effects are prohibited.

Food and Beverage

K-State Housing and Dining carries the first right of refusal for distribution and sale of all food and beverages.

Alternatives include selections from an approved food truck or catering list depending on the needs of an event.

Insurance Requirements

As additional consideration over and above the rental payments made by Licensee herein, the licensee shall, at its own expense, comply with all of the insurance requirements of the Bilbrey Family Event Center. The licensee shall not occupy the premises until proof of the insurance coverage has been furnished to the Bilbrey Family Event Center.

Lights

Bilbrey Family Event Center interior and exterior lights are scheduled based on the event activities and the time of day. If lighting is necessary before or after event hours, coordinate with the Event Manager.

Lost and Found

Any property found or turned in will be provided to the Event Manager to be placed in a secure area.

Bilbrey Family Event Center

Venue Guidelines

OSHA Standards

Licensee, providers, and contractors must follow the most current edition of the Occupational Safety and Health Administration (OSHA) standards. OSHA standards can be accessed online at www.osha.gov

Rigging

The Bilbrey Family Event Center has the capability of rigging equipment at the cost of the licensee. Bilbrey Family Event Center holds the exclusive right to review and approve AV rigging designs to ensure the equipment is efficient and does not exceed approved loads as established.

Sales Tax

Kansas State Sales and use Tax may be applied as appropriate in accordance with Kansas Law

Smoking and Vaping

As a Kansas State University property, the college's guidelines are followed. Smoking is a public health and fire hazard, as such locations where smoking is allowed shall be restricted. 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, is prohibited on university property, except inside personal vehicles. University property includes on the grounds of the Bilbrey Family Event Center. [KSU Smoking Policy | K-State | Kansas State University](#)

Tape

Taping on vertical, overhead surfaces, walls, doors, windows, or Bilbrey Family Event Center equipment is prohibited (i.e. double-faced tape, duct tape, scotch tape, cellophane tape, drafting tape). If protective materials are taped to the floor, licensee is responsible for the removal of the entire residue. Licensee may incur damages expenses. Use of painter's tape for hanging small signs is permitted.

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Venue Guidelines

Sponsorship Restrictions

To ensure sponsorships align with the mission, values, and public image of Kansas State University, the University has established sponsorship guidelines designed to promote an inclusive, educational, and family-friendly environment. These restrictions help maintain consistency with individual policies while protecting the interests of the University, event participants, and guests. While the guidelines address most sponsorship situations, reasonable exceptions may be considered on a case-by-case basis when a request supports the goals of the event and is approved by the appropriate University representatives.

- Products containing nicotine or other drugs
- Gambling and sports betting
- Adult or sexually explicit content
- Political or partisan advertising
- Firearms and weapons
- Cannabis and CBD
- Misleading, deceptive, or controversial products.
 - Get-rich-quick schemes
 - Predatory financial services (e.g., payday loans)
 - Unverified health claims
- Content inconsistent with educational mission.

Additional AV Providers

Due to the limited AV resources, event producers are able to bring in a third-party provider, given they fill the following criteria.

- Licensed and bonded
- They attend a pre-event meeting at the venue to establish their plan and review where power is available.

Bilbrey Family Event Center

Sixes Sixgun Lounge



Occupancy: 80 standing room only, 55 – 65 with seating (set up dependent)

Types of Events

- Banquets
- Meetings
- Educational seminar or class
- VIP space for events

Bilbrey Family Event Center

Tee Jay Quarter Horses Walker Family Arena



Types of Events

- Rodeos
- Rodeo Event jackpots
- Horse shows
- Livestock shows
- Equine and livestock related clinics
- Open ride time
- Horse and Bucking stock sales
- Hands on educational activities

Restrictions

- Any change to the footing.
 - Sand
 - Sawdust/wood shavings
 - Or any other footing additives without approval.

About the Footing

- The footing is a mixture of sand, silt, and clay designed by arena expert Jim Keiser.
- Between events the footing is watered and worked multiple times a week to maintain texture and quality.

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Other Amenities

Arena Amenities

- Bleacher and Stadium seating around the arena
 - Bleacher seating capacity: 1900
 - Stadium seating capacity: 520
 - Accessible seating/companion seating capacity: 19
- Audio system that has speakers in a variety of locations
 - Over the arena floor
 - Outside at the stock pens
 - In the Kelly and Marcie Lechtenberg Staging Area
- WW Rodeo equipment
 - Roping and stripping chutes
 - Full return system
 - Stock pens
 - Bucking chutes
- Indoor wash area
- 80 feet by 80 feet staging area where a limited number of horses can warm up
- Mezzanine space overlooking the arena
- Bathrooms that can be separated and designated for public use, contestant use, and VIP use.

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Public Safety

Overview

The Bilbrey Family Event Center's mission is to provide a safe and friendly environment for everyone who visits the venue. More information about KSU emergency policies can be found here: [Emergency Management | K-State | Kansas State University](#).

Security

Campus PD will provide security when it is deemed appropriate and necessary. Depending on the size of the event and the amount of security needed the licensee is responsible for paying additional costs.

Severe Weather

Upon occasion, Bilbrey Family Event Center can be subjected to severe weather conditions, such as heavy thunder-storms, extreme winds, and tornadoes. Bilbrey Family Event Center management has a detailed response plan that is available upon request, which provides planning information regarding venue preparations for such conditions. The venue has developed a policy to determine when

Bilbrey Family Event Center

Fire and Safety Guidelines

General Information

Kansas State Fire Marshal's office (KSFMO) is the Authority Having Jurisdiction (AHJ) for Kansas State University. The KSFMO is responsible for adopting and interpreting all life safety codes. The Manhattan Fire Department (MFD) is responsible for all firefighting duties and responds to emergency calls at K-State.

Fire and life safety code inspections are conducted of all occupied K-State buildings annually. EHS provides feedback to campus departments regarding the findings of these inspections and needed corrective actions for code violations. Departments should respond directly to EHS, which centrally reports to KSFMO through online systems. It is important to respond promptly about corrective actions, planned or completed, to ensure compliance with state code requirements for the protection of property and for the safety of building occupants.

Kansas State University Fire Protocols

<https://www.k-state.edu/safety/docs/Fire-and-Life-Safety-Codes.pdf>

Bilbrey Family Event Center

Fire and Safety Guidelines

In Case of Fire

The most important thing to remember in case of fire is to stay calm. Know your building exits.

If you hear a fire alarm or see fire

- Immediately evacuate the building via the shortest and safest route
 - Close doors as you leave
 - Activate the fire alarm system at the nearest pull station as you exit.
 - Knock on doors and yell "fire" as you depart.
 - Do not use the elevator (unless instructed to do so by fire department responder).
 - If you are unable to use stairs, wait by stairs or a designated area of rescue (as long as it is safe to do so)
 - Do not hesitate or stray from your egress path or go back for belongings
 - If you must exit through smoke, keep as low as possible – crawl if necessary.
 - Before opening a door, test it with the back of your hand. If the door is warm or you notice smoke coming through, use an alternative escape route.
- If you are trapped inside during a fire emergency, close all doors between you and the fire. Stuff items into cracks around the doors to keep out smoke. If you have access to a phone call 911 and report exactly where you are. Wait by a safe window and signal for help (wave a light-colored cloth) and/or post a sign on the window. It is not safe to break the window.
- Use of fire extinguishers by trained individuals is optional. Use the extinguisher only for small (trash can size fire). Yell out for help. Keep exit behind you. Upon emptying the extinguisher, immediately exit. Do not go back/re-enter the space if fire is still present. Activate the fire alarm pull station.

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Fire and Safety Guidelines

In Case of Fire

Once you have evacuated:

- From the nearest phone in a safe area, call 911 unless responders are already on scene.
- Await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building until instructed to do so by the Fire or Police department.
- If you suspect that someone is missing or trapped, contact firefighters on scene or at the fire engine, police officers, or ambulance personnel.
- Report/check-in to the person who is taking roll for your department/area.

Re-entering a smoke-filled building is dangerous

After the incident is over contact K-State Environmental Health and Safety (785)532-5856 to report the fire, complete an incident report, and obtain a new fire extinguisher if needed.

Report any fire event even if it was extinguished with no damages.

The Effects of a Fire

Most fires produce an immense amount of smoke that is highly toxic. In fact, smoke is responsible for more fire fatalities than flames. A smoky fire can have the following effect on humans:

- Within 30 seconds – Disorientation
- Within 2 minutes – Unconsciousness
- Within 3 minutes - Death

Therefore, timing is critical during a fire. To ensure your safety, you must know how to prevent and respond to any fire emergency.

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Fire and Safety Guidelines

Fire Prevention

The greatest protection against property loss and injuries from fire is prevention. Follow these guidelines to promote fire/life safety.

- Minimize combustible storage
- Store waste materials in suitable containers.
- Use flammable materials in well-ventilated areas. Use and store flammables away from ignition sources such as cigarettes.
- Keep equipment in good working order. Have electrical wiring and appliances inspected regularly.
- Ensure that heating units are properly safeguarded.
- Do not hunt for gas leaks using an open flame. Use approved gas indicators
- Report and repair all gas leaks immediately.
- Conduct hot work in well-ventilated areas.
- Test enclosed or confined spaces for flammable atmospheres.
- Open flames (i.e. candles, incense) are not permitted anywhere on campus including offices. An exception may be made for special events such as religious or holiday ceremonies, votives, tea lights in containers or floating in water, hurricane lamps or other enclosed flame devices – subject to campus Fire Marshall approval.

Arson

If you suspect arson, no matter how small the incident, contact the K-StatePD. Do not alter the fire scene in any way, unless you are trying to extinguish a live fire. The SKUPD and Manhattan Fire Department work together to investigate possible arson.

Bilbrey Family Event Center

Branding guide for promotional material

The Building and K-State Name

When creating promotional material for your event. It is important to us that you represent both Kansas State University and the Bilbrey Family Event Center in a way that is consistent with our guidelines.

For any publication on social media, news outlets, or other marketing platforms K-State should be referred to as "Kansas State University" and the venue should be referred to as "The Bilbrey Family Event Center". Neither of these names should be shortened to their more conversational versions such as "K State" or "The Bilbrey".