

Leadership Studies Building Event Guidelines

The Leadership Studies Building (LSB) is primarily an educational facility, and also includes spaces for meetings and events. Review the policies closely.* Failure to abide by any of the policies below may result in discontinued ability to reserve space in the LSB.

** Submitting the online request certifies that you have read and will abide by the LSB General Policies.*

Hours and Reservations

- [Request space online at this link](#). For any questions, call 785-532-6085 or email leadership@ksu.edu.
- There will be no staff support in the building after 4:45 pm, Monday-Friday.
- Any space requests for times outside of building hours must have a Staley School of Leadership (SSL) faculty or staff representative present. Current semester building hours, which fluctuate during university holidays, can be found on our website: [Leadership Building at K-State](#).
- 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

- We encourage all LSB guests to consider Full Well café for food and beverage catering needs. Full Well is located in the LSB and is managed by K-State Housing and Dining. [Visit their website at this link to learn more](#). Please contact jmalan@ksu.edu for any Full Well catering inquiries.
- If meals are served during an event, boxed or pre-packaged meals, bottled beverages, and disposable food utensils and dishes are the easiest to distribute and clean up.
- When requesting to reserve space, please communicate all catering plans in the comment section of your reservation inquiry.
- The LSB abides by the policies of Kansas State University pertaining to alcohol, including approval three weeks prior to the event. Alcohol is only permitted in conference rooms and on the balcony. Copies of approved Alcohol Beverage Request forms, [which can be found at this link as a PDF](#), must be submitted to leadership@ksu.edu prior to your event.
- All food plans must be approved by Sanitarian with Environmental Health and Safety. [Complete the form for food plans at this link](#).

Technology

- LSB room technology supports Windows. Guests will need to provide their own presentation clickers, laptops, and other forms of technology resources not standard in the reserved space. To review available technology in each space, [visit the room descriptions webpage at this link](#). If using Mac technology, users will need to provide their own Mac to VGA adapters or Mac to HDMI adapters.
- Technology trainings are available by appointment prior to your event. Please contact the Building and Events Assistant at 785-532-6085 or leadership@ksu.edu to schedule.

- If your event requires advanced technology, it is possible you will need to contact K-State's iTAC at 785-532-5798.

Furniture

- The movement of any fixtures, furniture, or furnishings from any space within the LSB must be approved by SSL staff. If approved, the user is responsible for moving all items back to their original space at the end of the event. Removal of any fixtures, furniture, or furnishings from the LSB is prohibited.
- SSL staff are not responsible for guests' lost, damaged or stolen articles. Items left after an event will be placed in the LSB Lost and Found, located in the Welcome Office, room 252.

General

- No items or materials may be stored in the 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 stanchions and magnets are available by request. Post-it flip-charts are not provided but are a good solution when needing to post notes. Easels are not provided for flipcharts or other displays, but you may bring your own.
- Report any spills or damage to the building to staff in the Welcome Office, room 252, 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. Take all excess trash to the dumpster outside, located on the south-east side of the building.
- 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, per university policy. [Review the policy online at this link.](#)
- Animals are not allowed in the LSB except for those licensed to assist persons with disabilities. Inform the Building and Events Assistant at 785-532-6085 or leadership@ksu.edu if you anticipate service animals at your event.
- Glitter, sprinkles, confetti and open-flamed candles are permitted.
- Live music as well as sound amplification systems and excessive sound must be approved by SSL staff in advance.