

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

- Business hours of the LSB are **Monday-Friday 8am-5pm**.
- Building hours of the LSB are **Monday-Friday 7am-10pm**. Shortened building hours of 8am-5pm are typical when students are not on campus, including over the summer. The LSB is closed on weekends and University Holidays. Building hours are subject to change.
 - All use of space must be scheduled through Staley School of Leadership Studies (SSLS) Administrative Support Staff. Please request space through the online form at <http://www.k-state.edu/leadership/building/reservationform/Index.html>. Please call 532-6085 with any questions.
 - Reservations must start prior to 8pm and end prior to 9:45pm Monday-Friday. SSLS will limit scheduling depending on overall use of the building as the purpose for having extended hours is to provide study space in the evenings.
 - There will be no staff support in the building after 5pm. Guests must plan accordingly.
 - Any space requests for times outside of building hours must have an SSLS faculty or staff representative present.
- All guests must vacate the scheduled space at the ending time of the event, unless approved by the SSLS staff.
- All guests must vacate the building prior to building closing time. Events should be scheduled to end 15 minutes prior to closing time to ensure a timely exit unless other arrangements have been made in advance.
- Open spaces, including the lobby area cannot normally be reserved during building hours.

Food and Beverage

- 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.
- To order catering through Radina's, complete the form at <http://radinascoffee.com/catering> at least 72 hours in advance. Or, the K-State Student Union's approved caterers can be found at: <http://union.k-state.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.

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 Administrative Support Staff at 532-6085 to schedule.

- **Administrative Support Staff members are located in Room 257.** Please contact them for technology assistance and other support you may need for your event. 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, 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.

Conference Calls

- The Faculty Conference Room (247), has conference call capabilities. The phone number is 785-532-3290.
- 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. They are heavy, so you must send at least two people in advance to set them up and then put them back in storage when your event is done. You may rent additional tables from K-State Student Union Food Service.
- LSB does not provide tablecloths or water stations.
- Coasters must be used on the conference room tables in Rooms 102 and 247.
- The movement of any fixtures, furniture, or furnishings from any space within the LSB must be approved by SSSL Administrative Support Staff. Removal of any fixtures, furniture, or furnishings from the LSB is prohibited.
- Desks, chairs, and tables may be moved around within the room to best suit your event. Student desks and chairs do not need to be returned to a specific configuration, but if you stack them, you must unstack them before you leave. In the Conference Rooms, you must ensure the tables and chairs are moved back to their original positions w/20 chairs around the tables before you leave so it is ready for the next meeting or event.
- Table tops in the Parlor (102), Faculty Conference Room (247) and Wayne Franklin Student Leadership Conference Room (201) must be protected from heat by the user.
- SSSL 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 stansions 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. 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.
- 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 SSSL staff in advance.