

DIVISION OF FACILITIES

REQUEST FOR USE OF KANSAS STATE UNIVERSITY CHAPELS

Please submit at least one week in advance. Type or print clearly in ink. See instructions on reverse side.

Name of Group, Department, or Individual _____

Home Phone _____

Requestor _____ Bldg & Room or Home Address _____ Work Phone _____

Department Head _____ Bldg & Room _____ Phone _____
(when applicable)

Faculty Advisor _____ Bldg & Room _____ Phone _____
(When applicable)

Chapel(s) Requested'	Dates	Time
<u>All Faiths Chapel</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
<u>Capacity 465, theater seating, grand piano</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
<u>pipe organ, candelabras.</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.

<u>Danforth Chapel</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
<u>Capacity 65, pew seating, piano, organ,</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.
<u>candelabra.</u>	_____	_____ a.m./p.m. to _____ a.m./p.m.

'Fee Notice All Faiths and Danforth Chapels have a fee schedule for use of the facilities. Contact Division of Facilities at 532-6373, for current rates. Permission for piano and pipe organ in All Faiths Chapel must be obtained from music department prior to use. See instructions on back for details. 'Candelabra are located in Danforth Chapel. See instructions on back for details

FUNCTION/ACTIVITY DESCRIPTION(Describe in detail, using attachments if necessary.):

GENERAL INFORMATION:

Expected Attendance _____ Open to non-campus public? Yes _____ No _____ Is activity for credit? Yes _____ No _____

Admission Charge/Collection of Money/Sale of Goods? Yes _____ No _____ (Attach copy of Vendors Permit obtained from Office of Student Activities and Services, K-State Union.)

SERVICES REQUESTED:

Use of Organ/Piano? Yes _____ No _____ Contact the Music Department, 532-5740, to make arrangements for use of instruments in All Faiths Chapel.

Use of Candelabra? Yes _____ No _____ 2 Candelabra hold 7 candles each. Requestor provides their own candles. Description of candelabra on back.

PA System? Yes _____ No _____ An interdepartmental requisition is required. Not available for weddings.

I understand that requests are not approved unless signed by the Assistant Vice President for Facilities.

I understand that all requests are approved in accordance with University regulations regarding use of KSU facilities and are subject to cancellation if conditions make it necessary. I understand that faculty advisors, sponsoring departments, and/or requesting group will be responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items. I understand that prompt payment of expenses incurred is the responsibility of the sponsoring entity or individuals in the case of weddings or similar activities. Use fees are payable in advance. Abuse of these regulations may result in restricted or withdrawn privileges.

SIGNED: _____
Faculty Advisor Date

SIGNED: _____
Department Head Date

SIGNED: _____
Individual User(Weddings) Date

SIGNED: _____
Other Date

USE AGREEMENTS-SPECIAL NOTATIONS:

APPROVED/DENIED: _____

Assistant Vice President, Division of Facilities

Date

PROCEDURES FOR SCHEDULING ALL FAITHS AND DANFORTH CHAPELS

1. Requests for use of All Faiths and Danforth Chapels will be processed in accordance with the KSU Policy for Use of Buildings and Grounds, Policy and Procedures Manual, Chapter 7840.
2. The master schedule for the Chapels is maintained by Facilities room scheduling personnel, Division of Facilities, 109 Dykstra Hall, 532-6373.
3. Priority scheduling is given to Department of Music academic requirements and specific religious activities.
4. Scheduling is done on a single semester basis.
5. A use fee may be charged for all activities not considered to be academic. All use fees are payable in advance. Contact Facilities Support Services, 532-6373, for current rates.
6. Smoking is not permitted in the building.
7. Food is not permitted to be served in the building.
8. Decorations are not permitted to be attached to the building.
9. Decorations for weddings are limited to baskets of flowers and/or palm or fern plants. The user will remove decorations immediately following the ceremony.
10. The piano and organ located in All Faiths Chapel are the property of the Music Department and approval for use must be obtained from the Head of the Music Department, 532-5740. Keys for access must be obtained from the Music Department.
11. Furniture, instruments, and other altar appointments shall not be moved without prior approval. Candelabra, located in Danforth Chapel, can be viewed by making an appointment with Facilities Custodial staff, 532-6446. The candelabra are antique black.
12. The Chapels may be scheduled as a waiting area for a wedding party but cannot be used as dressing rooms for a wedding party. A use fee will be charged for this service.
13. A donation may be made to KSU Foundation Chapel Fund for those activities which do not have a use fee charged.
14. The final authority for approval for use of the Chapels is with the Assistant Vice President for Facilities.
15. Individuals renting the chapels for weddings should use the following address for their wedding invitations: 1400 Vattier, Manhattan, KS 66502.
16. All questions concerning use of the Chapels should be directed to Division of Facilities, Support Services, 532-6373. Submit completed forms to 109 Dykstra Hall.

COPIES OF ORIGINAL REQUEST PROVIDED: DATE _____ a.m. p.m.
Copies of any change to request provided: DATE _____ a.m. p.m.

Requestor	_____	Dean of Students	_____
KSU Police	_____	Music	_____
Custodial	_____	Financial Services	_____
Grounds	_____	Department Head	_____
Faculty Advisor	_____	Other	_____

Received by Division of Facilities on:

KANSAS STATE UNIVERSITY
 Division of Facilities
 Form DF-8
 Revised 10/95