

DIVISION OF FACILITIES

REQUEST FOR USE OF UNIVERSITY BUILDINGS AND GROUNDS

Please type or print clearly in ink. See instructions/policies on reverse side.

Name of Group or Department _____

Requester _____ Dept & Bldg or Address _____ Phone _____

Department Head _____ Dept & Bldg _____ Phone _____

Faculty Advisor _____ Dept & Bldg _____ Phone _____

Building/Room/Area Requested	Dates	Time
_____	_____	_____ a.m./p.m. to _____ a.m./p.m.
_____	_____	_____ a.m./p.m. to _____ a.m./p.m.
_____	_____	_____ a.m./p.m. to _____ a.m./p.m.

Is this room department space? Yes ___ No ___ Is this a technology classroom? Yes ___ No ___ Is use of technology equipment required? Yes ___ No ___ (General Use Classrooms are to remain unlocked at all times. If your room is locked, contact the KSU Police Department, 532-6412. The KSU Police Department is **NOT** responsible for unlocking department space doors.)

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

STANDING BUILDING ORDER: Please give specific instructions for unlocking/locking buildings for student access. On lines above, list each day of the week the order is to be in effect and time for each day. (**Requests must be renewed each semester.**)

Starting Date: _____ Ending Date: _____ Specific Door(s): _____

Will order remain in effect during holidays? Yes ___ No ___ If no, give specific dates surrounding all holidays for the postponement and reinstatement of the request: _____

GENERAL INFORMATION (does not need to be completed for Standing Building Orders):

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

Admissions Charge/Collection of Money/Sale of Goods? Yes ___ No ___ (Attach a copy of Fund Raising Permit obtained from Office of Student Activities and Services (OSAS), K-State Student Union.)

Will food be served Yes ___ No ___ (Attach a copy of menu) Organization preparing food: _____

SERVICES REQUESTED:

Security, traffic, parking, or barricade requests: _____

AN INTREDEPARTMENT REQUISTION MUST ACCOMPANY THIS REQUEST FORM FOR THE FOLLOWING SERVICES:

Electrical/PA System: _____ Trash Barrels: _____

Tables and Chairs: _____ Custodial/Clean up: _____

Set Up/Tear Down: _____ Other: _____

I understand that requests are not approved unless signed by the Associate Vice President of 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 groups 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. Abuse of these regulations may result in restricted or withdrawn privileges.

SIGNED: _____ **SIGNED:** _____
Faculty Advisor Date Department Head Date

<u>APPROVE</u>		<u>APPROVE</u>	
Yes/No: _____ Environmental Health and Safety	Date	Yes/No: _____ Weber/Military Science 8/Other	Date
Yes/No: _____ KSU Police Department	Date	Yes/No: _____ Athletics Department	Date
Yes/No: _____ Facilities Services-Grounds	Date	Yes/No: _____ Parking Services	Date

USE AGREEMENTS-SPECIAL NOTATIONS: _____

APPROVED/DENIED: _____
Associate Vice President, Division of Facilities Date

KSU facilities are available for use by authorized groups for activities that complement the teaching, research, and service programs of the University. The use of buildings and grounds for **OTHER THAN REGULARLY SCHEDULED ACADEMIC CLASSES AND FUNCTIONS** will be considered **SPECIAL USE** and may require a fee.

Fill in the request for use form as completely as possible to avoid delays or errors in processing. Include name, address, and phone number of requestor, department head, and/or faculty advisor. Use one form for an activity that will be held at several dates or locations during the current semester; separate forms for different activities. (Refer to Policy and Procedures Manual, Chapter 7840.) For **Standing Building Orders** (locking/unlocking instructions issued by a department for a building for student accessibility to labs, studios, etc.), please include starting and ending dates and any specific doors that will be affected. Special instructions for holidays should also be included. Standing Building Orders may be processed for only one semester at a time.

POLICY AND PROCEDURES FOR USE OF KSU FACILITIES

Scheduling of University buildings and grounds will be approved only for a group that is registered through the Office of Student Activities and Services (OSAS), or is sponsored through a University department. The Associate Vice President for Facilities may request further verification of eligibility if necessary. **FACILITIES ARE NOT AVAILABLE FOR PRIVATE USE.** McCain Auditorium, K-State Student Union, International Student Center, Chester E. Peters Recreation Complex, Bramlage Coliseum, and the KSU Football Stadium have independent scheduling policies and procedures. There are individualized use areas such as Weber Arena, Ahearn Sports Complex, Military Science Building Room 8, All Faiths and Danforth chapels, and specific grounds areas which have specialized policies in addition to those stated here. Depending on the nature of the activity, some user groups may be required to sign a waiver of liability.

A "Request for Use of University Buildings and Grounds" form must be completed and submitted at least **ONE WEEK** in advance of the requested activity. Building opening requests should be submitted at least **24** hours in advance or before **noon** on Friday for weekends. Shorter notification may result in a rejection because of lack of time to make necessary arrangements. The KSU Police Department is responsible for unlocking **only the exterior doors of University buildings.**

Scheduling of activities can be made only for the current semester. Regularly scheduled continuing functions will be approved for **ONE SEMESTER ONLY.** Applications for renewal must be submitted and processed in the same manner as new requests. Scheduling for Summer semester can begin March 1; Fall can begin April 1; Spring semester scheduling can begin October 1.

Activities will be confined to as few buildings as feasible in order to comply reasonably with energy conservation requirements.

Food is not permitted to be handled and served in University buildings, except in select non-classroom areas and approved residence hall dining areas and the K-State Student Union. All catering of food on campus is to be arranged by the K-State Student Union or a licensed caterer. Catered events involving food not supplied by the K-State Student Union must meet the requirements of the Campus Sanitation Committee and be signed by the Campus Sanitarian before the request is considered. These requests must be submitted at least **TWO WEEKS** in advance of the requested activity.

Fund raising functions (OSAS definition: any activity which involves a collection of money from non-members) require a Fund Raising Permit before the request will be considered.

All arrangements for service, equipment, or personnel are made by the Division of Facilities, unless an alternative agreement is reached. Requisitions are required where specified. Billing for services is done after the event on the basis of time and materials used, unless mutually agreed upon in advance.

Areas should be cleaned up and left in their original condition. Areas may be subject to inspection by a representative of the Facilities staff. Charges may be assessed for additional clean up or damage.

The signature of the **Department Head** is required for departmentally sponsored and/or academic functions; the **Faculty Advisor** for OSAS registered groups. **Faculty sponsors or sponsoring departments or units and requesting groups will be responsible for their group's activities and conduct during the event, and the prompt payment of expenses incurred.** All fire, safety, sanitation, and special regulations specified for each area are to be followed.

All requests are approved in accordance with University regulations concerning use of Kansas State University facilities and are subject to cancellation by the Associate Vice President for Facilities.

If you require information or help in planning, contact Facilities Support Services, 532-1712 or 532-6373. Submit completed forms to Support Services, 109 Dykstra Hall or fax them to 532-1711.

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

Requestor _____	Work Management _____
Custodial _____	Energy Systems _____
Grounds _____	Ahearn Complex _____
Department Head _____	Bramlage _____
Faculty Advisor _____	Other _____

