

Rental Space Use Policies

If you have any questions about any of these use policies or guidelines please contact the Event Accommodations Office at 785-532-2267.

Rental Space

Each venue rents separately per the contract terms. Additional items/spaces may be available for rental. Housing and Dining (HDS) Events staff reserves the right to enter any and all areas to enforce the rules and to limit the number of people in the area.

Rental Time

- Rental time blocks are charged per 4 hour time blocks.
- Events must be completed within the agreed rental times per the contract terms.
- NOTE: the rental time begins when the first service person arrives and ends when the last guest leaves. Be sure to leave adequate time to clean up at the end of the event.
- Events may NOT extend past 10 pm.
- Everyone must vacate the premises by the end of agreed rental time or additional charges will be assessed.
- Rentals beyond agreed rental times per the contract terms will incur additional rental fees.
- For per 30 minutes after rental reservation completion time there is a \$25 charge.

Decoration

The following decorations are specifically prohibited in Jardine and Kramer Event Spaces—confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, uncooked rice, streamers or poppers. Bubbles and flower petals may be used outside of buildings only. Balloons are allowed in approved areas, they are not permitted to be released outdoors within the school grounds.

1. All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made with the Event Accommodations office. HDS reserves the right to bill the sponsoring party for removal of any left items. Please inform your vendors that all pick-ups and deliveries of goods must be coordinated through the HDS Event Accommodations Office to ensure vendor access to building and/or rental space.

2. No furniture or decorative objects belonging to HDS may be moved from their respective positions without the permission of the HDS Event Accommodations office.
3. Renter is responsible for making arrangements for renting equipment needed for event.
4. Nothing may be nailed, tacked, hung, stapled or affixed in any way to the facility, inside or out. Care must be taken with tape. Use of cellophane tape or packing tape on walls and finished wood can pull off the finish. ONLY Painters tape should be used in the HDS Event Spaces. The use of tape on ceiling tiles is likely to pull off paint. In no manner will renter permit any employee, guest or contracted party to deface, damage or otherwise injure HDS property or its facility.
5. Candles must be dripless and enclosed in a glass container of sufficient height to cover potential flame.
6. HDS Event Accommodations staff does not set up or break down equipment or furniture for the event with the exception of HDS owned tables and chairs. Due to liability, renter and/or caterer must provide adequate staff for set up, event and breakdown.
7. Renter is responsible for picking up all decorations at completion of event.
8. Please contact your coordinator a minimum of 48 hours prior to your event to determine set up arrangements
 1. A standard room set up (or default diagram) will be provided for your event if you do not contact the HDS Event Accommodations office least 48 hours prior to your event.
9. Only Special Event Staff members are authorized to remove furnishings from spaces due to fire codes.

Technical Requirements/Equipment

HDS will provide basic microphones, audio, and visual equipment.

Pricing

All listed prices are subject to change and availability. Credit cannot be given for equipment or personnel ordered and not used. Renter understands that labor charges are ESTIMATES and may vary depending on actual needs.

Event Conclusion

1. Renter agrees to remove all items belonging to the renter at the conclusion of the event (including outside decorations). HDS is not responsible for any items remaining after the event that belong to the renter or the renter's guests. All unclaimed items will be discarded.
2. Renter and/or caterer agree to leave facility and grounds in the condition in which they were found when the doors were opened for set-up.
3. Renter must clean and return all tables and chairs to their original positions and/or carts (reference format sheet).
4. All decorations, food and drink container products and all trash must be collected in plastic bags. For all events serving food, Renter and/or Caterer shall collect all trash generated from the event on the night of the event and place it in a nearby dumpster.
5. Renters must wash and dry all dishes/utensils used from the Frith Community Center kitchen.
6. Caterers must leave all food preparation and serving areas neat and clean. This includes, but is not limited to the kitchen and all other surfaces used which have food or spillages, including all floors.
7. Renter will reimburse HDS at cost for the labor, supplies, and/or equipment needed or expended should HDS find it necessary, in their sole opinion, to do further cleaning, removals or repairs to return the area to its original condition.

Liability

I understand that all requests are approved in accordance with University regulations regarding use of KSU HDS 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 campus partner activities. Use fees are payable in advance. Abuse of these regulations may result in restricted or withdrawn privilege.

Smoking

HDS enforces Kansas State University PPM .080 smoking policy.

Smoking is a public health and fire hazard. Locations where smoking is allowed shall be restricted in order to: (A) prevent infringements upon others and (B) create and maintain an environment that is in the best interests of the safety, health, and wellbeing of all the users of university property.

Smoking is not permitted in any university building.

Smoking is prohibited within 30 feet of marked entrances to university buildings.

The Building Authority is responsible for compliance with this policy at each building.

Unlawful smoking is a misdemeanor and is punishable **under state or local law**.

This policy is effective **January 5, 2009** and is in accordance with K.S.A. 21-4009, et seq, **and City of Manhattan Ordinance No. 6737**. This current policy rescinds the KSU Policy on Smoking in University Buildings, Dated **August 15, 2002**.

Restrictions

There are no controlled substances, or commercial advertising allowed on Kansas State University premises.

I, _____ have received, read, and reviewed Housing and Dining Event Accommodations' Rental Space Usage Policies. I understand the conditions and regulations and hereby accept all responsibility of the condition of rental space during use. I represent that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize all ramifications of failure to abide by the Rental Space Usage Policies and/or permit requirements.