

Pittsburg State University Foundation, Inc.
CECIL AND EVA C. WILKINSON ALUMNI CENTER

401 East Ford Street; Pittsburg, Kansas 66762
Phone: 620-235-4758 Fax: 620-235-4949 E-mail: alumni@pittstate.edu

Facility Reservation Form

NAME OF GROUP: _____

NAME OF FUNCTION: _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT PERSON: _____

Work Phone: _____ Cell Phone: _____ E-mail: _____

EVENT DETAILS: Date of Event: _____

Time of actual event: From _____ a.m. / p.m. to _____ a.m. / pm.

Time frame space is needed: From _____ a.m. / p.m. to _____ a.m. / pm.
(Including set-up and clean-up)

Number of guests expected: _____

Food Served: _____

Will alcohol be served: Yes _____ No _____

(Use of alcohol must be approved by VP of University Advancement / President and CEO of PSU Foundation)

Decorations: _____

University account number: _____ or

Last 4 digits of Credit Card number: _____

(For damages and incidental charges)

AREAS REQUESTED: Upper Level: University Room Board Room President's Room

Lower Level:

EQUIPMENT: Tables: 6' rounds (16) _____ Cocktail (8) _____
(# in () is # of tables we have) 6' rectangle (20) _____ **6' rounds - 7 chairs**

Chairs: (130) _____

Other: Podium Microphone

Screen TV/VCR/DVD (limited areas)

Facility Reservation Form (continued)

RENTAL HOURS:

Regular hours: Monday-Friday, 8:00 a.m. – 4:30 p.m.

After hours: Before 8:00 a.m. or after 4:30 p.m. Monday-Friday, or any time on the weekend.

Note: The building will not open earlier than 7:00 a.m. or close later than 10:00 p.m. and is closed on all state and national holidays, as well as when PSU is closed.

FEES:

	<u>Regular Hours</u>	<u>After Hours</u>
Campus organization	No fee	\$25/hour
Non-campus organization	\$25/hour	\$50/hour

Note: A campus organization is any department, office, program, or student group of Pittsburg State University.

A non-campus organization is any group that does not represent a PSU department, office, program, or student group but who is hosting a university-related event.

A two-hour minimum will apply for all after-hour reservations. Cancellations less than 72 hours before the beginning of the reservation may result in a fee.

A \$75 fee will be charged to any group that does not strictly adhere to the approved open and close times.

EQUIPMENT:

Organizations requesting tables and/or chairs must specify how many of each item is needed and also provide a detailed drawing of requested set-up.

Additional chairs and tables may be rented from an outside vendor and brought in to the building at the organization's own expense upon approval of the building manager.

As the Authorized Representative of the above stated group and authorized signature on the listed account (if applicable), I have read and agree to abide by the policies and guidelines for the use of the Wilkinson Alumni Center and pre-approve any charges to the account listed in case of damages and/or other incidentals. I also agree to pay all fees related to the facility rental.

AUTHORIZED REPRESENTATIVE DATE

BUILDING MANAGER DATE

ADVISOR SIGNATURE (Student groups only) DATE

CECIL AND EVA C. WILKINSON ALUMNI CENTER

BUILDING USE POLICY

General Policies

1. Use of the Wilkinson Alumni Center is for university-related events hosted by the PSU Foundation, PSU Alumni Association, and Pittsburg State University. The building shall not be used for non-university related private events such as wedding receptions, baby showers, etc.
2. Student organizations may use the Wilkinson Alumni Center, but must have a university advisor sign the request reservation form. **The advisor/sponsor must be present at the scheduled event.**
3. No fundraising events are permitted in the Wilkinson Alumni Center other than through the PSU Foundation for the benefit of the PSU Alumni Association, or Pittsburg State University.
4. No admission charge for events or sale of food is permitted on the premises.
5. No group shall use the Wilkinson Alumni Center as a regular meeting place.
6. Any group that misuses the facilities of the Wilkinson Alumni Center shall not be permitted to use the facility for future events. Such a prohibition from future use will be made at the sole discretion of the building manager and/or PSU Foundation President/CEO.
7. The Wilkinson Alumni Center and adjacent property are tobacco free.
8. Animals are not allowed inside the Wilkinson Alumni Center, except for those licensed as service animals. Any animals in the facility must be pre-approved.
9. The Wilkinson Alumni Center representatives reserve the right to require fire, police, or other security personnel for any events deemed appropriate and to charge the organization for these services.
10. The President of Pittsburg State University or the President and CEO of the PSU Foundation may at any time use the Wilkinson Alumni Center and require already scheduled groups to reschedule or relocate their event.
11. Requests for the use of the Wilkinson Alumni Center and all details of requested events must be approved by the Director of Alumni and Constituent Relations, who, as building manager, is acting on behalf of the PSU Foundation. Modifications and exceptions to these policies may be made by the Director of Alumni and Constituent Relations with the consent of the President and CEO of the PSU Foundation.

12. Authorized Representative agrees to defend, indemnify, and hold harmless Pittsburg State University Foundation, Inc. from and against any and all claims, demands, causes of action, or liabilities incurred by Pittsburg State University, Inc., arising from acts of organization's attendees or omissions under this Agreement or any act or omission of Authorized Representative vendors, employees, contractors or guests attending the event with the express or implied permission or invitation of Authorized Representative, except as may arise from the negligence or willful misconduct of the Pittsburg State University Foundation, Inc.
13. Pittsburg State University Foundation, Inc. will not be held responsible for any losses, damages, injuries, or illnesses. This refers to any loss, damages, injury or illness to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during or subsequent to the period covered by this contract. Authorized Representative will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.
- 14 . FIREARMS: No handguns or rifles are allowed on the property at any time.
15. There shall not be any use or occupancy of the premises contrary to any policy, rule, regulation, statute or ordinance of the United States, the State of Kansas, Crawford County, the City of Pittsburg or Pittsburg State University.

Reservations

1. Applications for the use of the Wilkinson Alumni Center should be submitted to the building manager at least two weeks prior to the event. Use of the facility is contingent upon approval of the application.
2. A representative of the organization should contact the Office of Alumni and Constituent Relations (620-235-4725) at least three business days prior to the event for confirmation of details. Events must be cancelled at least three business days prior to scheduled event or applicable rental fees will be applied.
3. For each scheduled event, at least one representative of the organization making the reservation shall be designated as being responsible for the building and facilities during use by the organization.
4. The Wilkinson Alumni Center will only be opened after hours or on weekends if a building representative is available and special permission is granted. A representative from the Wilkinson Alumni Center will be in the building or make arrangements to have the building opened and closed **strictly** at the times indicated in the request.

Events

1. It is encouraged that all food service, other than light snacks and beverages, be provided through the food service contractor for Pittsburg State University. All food and beverages must be pre-approved by the building manager. Groups should avoid using food and beverages that could permanently damage

flooring or furniture (i.e. red punch). All tables must be covered during events (table coverings are not provided).

2. Alcohol is permitted in the Wilkinson Alumni Center on a limited basis and special permission must be granted by the building manager. The organization renting the Wilkinson Alumni Center shall be considered the Authorized Representative and assumes liability for alcohol served during the event.
3. Any use of audio/visual (AV) equipment owned by the Wilkinson Alumni Center or being furnished by the organization must be approved by the building manager. Training must take place during regular business hours for AV equipment provided by the Wilkinson Alumni Center.
4. Any movement of furniture or the bringing of additional furniture or equipment into the Wilkinson Alumni Center must be arranged in advance and approved by the building manager. The removal of any fixtures, furniture, or furnishings from the building is strictly prohibited and those renting the building will be held responsible for damage or loss of such items if removed from the facility.
5. Decorations may not be hung or affixed to any part of the structure, including walls and fixtures. The use of items such as candles, confetti, glitter, sprinkles, or similar materials is strictly prohibited.
6. Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed.
7. Any group that uses the building will not leave the building unattended at any time. The building representative must give permission if the building is to be vacated at any time during use.
8. The building capacity must not be exceeded for any event. The capacity for the lower level is 163 and the upper level 127.
9. Parking on the southeast side of the Alumni Center as well as the parking lot to the south of the building is available for groups using the building. Handicapped parking is available in the main lot on the southeast side of the building. Ramp access and an elevator are available on the south side of the building. Parking is available in other areas of campus, but individuals take responsibility for any ticketing. The doors on the south side of the building will be unlocked for all events.
10. In the event of inclement weather, the Alumni Center may need to close and events will be cancelled. The Authorized Representative will be notified immediately. In the event of inclement weather while an event is in progress, the Authorized Representative should take appropriate action to safeguard guests. The event may need to be cancelled in which case university personnel will notify the Authorized Representative.
11. In the event of an emergency, contact the PSU Police at 620-235-4624 or call 911. For non-emergency building issues, contact your building representative.
12. The reserved space must be left clean of trash and personal belongings. The space must be left in the same condition as it is found. Parties must appropriately wipe down surfaces and clean flooring. All trash must be removed from the building and be placed in the dumpster on the north side of the building before vacating the premises.
13. Any group whose activities cause a need for extra cleaning or who damages the building in any way will be charged for costs associated with clean-up or damage repair.

**CECIL AND EVA C. WILKINSON ALUMNI CENTER
FACILITY USE CHECKLISTS**

Building Reservation Process

- Building reservation form must be completed and sent to the Office of Alumni & Constituent Relations a minimum of two weeks in advance of the event.
- Reservation form must be approved by building manager.
- Authorized Representative will be informed of the approval or denial of request within three business days.
- Appointment will be made with Authorized Representative to review guidelines of the Wilkinson Alumni Center and to obtain set-up instructions.
- Copy of form will be sent to Authorized Representative, event contact person, and original kept in the Wilkinson Alumni Center.
- At minimum, three business days prior to event, final details will be given to the Wilkinson Alumni Center building manager.
- Invoice will be sent to Authorized Representative, if applicable, immediately after conclusion of event and will be payable within thirty days.

Check-In Process

- Locate cleaning supplies
- Locate extra trash bags
- Set-up and check equipment
- Cover tables
- Confirm check-out time
- Discuss temperature controls
- Answer questions
- Exchange phone numbers

Signatures of Authorized Representative and building representative: _____

Check-Out Process

- Trash (disposal in outside bin and new bags replaced)
- Surfaces wiped down
- Floors swept or vacuumed
- Temperature returned to night setting (Summer - 78°, Winter - 68°)
- Lights turned off
- Equipment turned off
- Coffee pot off & unplugged

Signatures of Authorized Representative and building representative: _____

Comments: _____
