

REQUEST FOR USE OF COLLEGE OF ENGINEERING ROOMS AND SPACES

Please type or print clearly in ink.

Name of Group or Department: _____
 Requestor: _____ Email: _____ Phone: _____
 Department Head (DSOs only): _____ Email: _____ Phone: _____
 Faculty Advisor (DSOs only): _____ Email: _____ Phone: _____

Room/Area Requested	Date(s) of Event	<u>Prep Time</u>		<u>Event Start</u>		<u>Event End</u>		<u>Tear Down</u>	
_____	_____	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.
_____	_____	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.
_____	_____	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.
_____	_____	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.
_____	_____	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.	_____	a.m. p.m.

FUNCTION/ACTIVITY NAME: _____ **For SAS Tutoring Exam Reviews Only:** Will this event be self recorded? Yes _____ No _____
FUNCTION/ACTIVITY DESCRIPTION: (Describe in detail. Use 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 _____
 Will food be served? Yes _____ No _____ Organization Preparing Food: _____

PLEASE NOTE: FOOD PREP PLANS MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO EVENT FOR ANY EVENT SERVING FOOD. Go to <https://engg.ksu.edu/docs/student-orgs/food-policy.pdf> for information regarding this policy. Successful reservation of a space is dependent on Food Preparation Plan approval from our campus sanitarian.

EQUIPMENT CHECKOUT: (List if this event will need tables, chairs, TV carts, etc.)

I understand that requests are not approved unless an electronic confirmation is received. I understand that all requests are reviewed in accordance with University regulations regarding use of KSU facilities and are subject to cancellation in accordance with applicable policies. I understand that sponsoring departments, and/or requesting student organizations are 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 expense incurred is the responsibility of the sponsoring department and/or student organization. Noncompliance with these requirements may result in restricted or withdrawn privileges.

SIGNED: _____
 Requestor Signature Date

Room Reservation Guidelines

Centrally scheduled classrooms (general use classrooms):

- Rooms must be reserved 7 days prior to your event. **Rule is enforced, no exceptions.**
- If you plan an event with food, you must allow 10 to 14 days (**14 days is preferred**) prior to the event for approval. **Rule is enforced, no exceptions.** Food items requiring less handling (prepackage items) will be approved quicker. Other food, such as trays of meat, salads, etc., require a longer time for approval due to the amount of handling/serving. You **must** submit a food prep/serving plan along with your reservation request to include:
 - the menu,
 - who is preparing the food,
 - how the food will be prepared,
 - where the food will be prepared,
 - where the food will be served and by whom,
 - how it will be served,
 - how it will be cleaned up,
 - the time frame within which this will occur.
- Food policies can be found [here](#). All events serving food must have the food prep/serving plan approved by Dr. Ronald Bridges, ronbrid@k-state.edu (be sure to cc: rooms@k-state.edu and engg-rooms@k-state.edu).
- No food allowed in renovated centrally scheduled classrooms. You will have to reserve an atrium through engg-rooms@k-state.edu if serving food. The food will have to be served/consumed in the atrium.
- The Division of Facilities [Request for Use of University Buildings and Ground](#) is in the form of a Qualtrics survey. You can upload your food prep/serving plan in the survey.
- Questions regarding reserving centrally scheduled classrooms are to be directed to K-State Room Scheduling, rooms@k-state.edu or 785-532-1712.

Engineering-managed classrooms:

- Information on Engineering-managed classrooms can be found [here](#).
- A 3- to 5-day notice prior to events is **preferred**. Engineering Room Scheduling staff will do their best to accommodate requests depending on availability of spaces and requestors' needs.
- For events held outside normal business hours, which are 8 a.m. to 5 p.m., both the [Facilities Qualtrics survey](#) and the [Engineering request form](#) must be completed.
- If serving food, the same requirements apply to Engineering-managed spaces as for centrally scheduled classrooms. Please note the rooms where food is **not** allowed:
 - DUF 1107 Fiedler Auditorium seats 156 – **no food allowed**
 - DUE 1109 – Engineering Lecture Hall seats 252 – **no food allowed**
 - DUE 0093* – classroom seats 64 – **no food allowed**
 - DUE 0096* – classroom seats 26 – **no food allowed**
 - DUE 0097* – classroom seats 34 – **no food allowed**
 - DU 1027 – classroom seats 48 – **no food allowed**
 - DU 1032 – classroom seats 14
 - DUR 1064 – classroom seats 20

*Only available for student organizations/groups if a guest speaker is invited from out of town and the faculty advisor is in attendance the entire time. These rooms now have electronic locks which require a ProxCard to unlock the doors. Engineering Room Scheduling will contact CECS advising of the event, day, time, and faculty advisor's name. The information will be added to the faculty advisor's ProxCard. If the faculty advisor does not have a ProxCard, they will be issued one by CECS and the card can be picked up in Seaton 0012 by the faculty advisor.

- The reservation form for requesting Engineering-managed spaces is available [here](#).
- Any questions may be directed to engg-rooms@k-state.edu, 785-532-5844.

NOTE: If any student organization/group is found to break any policies, especially the food policy, it's possible privileges will be revoked until further notice.