



**The Robert J. Dole Institute of Politics
Facilities Use Request Form**

**Asterisk marks fields that are required.*

* Sponsoring Organization: _____

*Are you a KU department or affiliate? Yes No

*Contact Person: _____

The contact person listed will be responsible for answering all questions and logistics for your event. Dole Institute staff will refer all inquiries to this contact. Do not list the phone number or email for the Dole Institute in your event information or advertising.

*Email Address: _____

*Phone Number: () _____ - _____ *Alternate Number: () _____ - _____

*Billing Contact Name: _____

*Billing Address: _____

*Billing Email: _____

*Billing Phone Number: () _____ - _____

*Date of Event: (MM/DD/YYYY) _____

*Start Time: _____ (AM/PM) *End Time: _____ (AM/PM)

*What is the purpose of your event? _____

*What is the target audience of the event? _____

*Please describe your event in detail. _____

*Are you requesting pro bono usage of the facility? Yes No

Explain how your program will be bipartisan and balanced in accordance with our mission.

*Room(s) Requested: Hansen (\$800) Simons (\$500) Rhodes (\$100)
 Buffet set-up in another room (\$200)
 Premium usage fee (\$1000)

*Estimated Attendance Numbers: _____

*Is your event invitation-only or open to the public? Invitation-only Public

If your event is public how and where is your event being advertised?

Desired Room Set-up

Table rounds available in Hansen or Simons: _____

Number of Rounds (1-20)

Seats per table: 5, 6, 7, 8

Rectangle Table set-up available in Simons (2 or 3 persons per table):

Classroom Style

U Shape

Conference Style Square

Theatre-style seating available in Hansen or Simons:

Number of chairs required

Are you serving food? Yes No

Type of food set-up

Buffet Served Meal

Continental Breakfast Snack/Drink Breaks

Do you need audiovisual equipment?

Video Projector DVD Player

CD Player Cassette Player

Document Camera Other—contact Lawrence Bush

Do you want your event videotaped? Yes No

By checking this box I agree to all terms and policies stated under the “Facilities Rental” section on the Dole Institute website.

For Dole Institute of Politics Use Only

Event Confirmation Date

Event Confirmed By