



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

**Asterisk marks fields that are required.*

***Sponsoring Organization:** _____

***Is this a KU or KU-affiliated event?** 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.** _____

***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?

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

If you are requesting pro bono usage, explain how your program will be bipartisan and balanced in accordance with our mission.

*The Dole Institute allows a limited number of groups and organizations to use our facilities for no room charge. While we strive to be of assistance to all civic-minded organizations, due to high demand and costs we are only able to eliminate the room rental fees. **Sponsoring groups receiving pro bono usage will be subject to all other fees associated with their event.***

If you would like to be considered for pro bono usage, please keep in mind that your program must be a) Consistent with our mission, free and open to the public (no required registration and event is announced publicly) or b) A community civic organization. Because our mission includes bipartisanship and philosophical balance, applications that build these components into their program design are more likely to be accepted. In addition, events that are held during business hours (M-F, 9-5) are more likely to be approved for pro bono usage.

***Room(s) Requested: (Please check all that apply)**

Hansen Hall (\$1,000) _____

Simons Media Room (\$700) _____

**\$1,000 premium usage fee applies if reserving Hansen Hall during the daytime.*

Rhodes Conference Room (\$150) _____

Buffet set-up in Hansen Hall (\$250) _____

Desired Room Set-up (Please check all that apply)

- **Banquet seating available in Hansen or Simons:** _____
 Number of rounds (1-20) _____
 Seats per table: (5, 6, 7, 8) _____
- **Reception set-up available in Hansen or Simons:** _____
 Number of rounds (1-20) _____
 Seats per table: (5, 6, 7, 8) _____
 Number of cocktail tables (6) _____
- **Classroom seating available in Simons (2-3 persons per table):** _____
- **U-shape seating available in Simons** _____
- **Conference seating available in Simons** _____
- **Theater seating available in Hansen or Simons:** _____

Are you serving food? Yes _____ No _____

Type of food set-up

Buffet _____

Served Meal _____

Continental Breakfast _____

Snack/Drink Breaks _____

KU Catering must be used for all events serving food (exemptions can be requested through KU Catering). This includes items like cookies, punch, bottled water, and coffee, as well as boxed lunches or served meals. All serving staff, table linens, china and glassware are included in catering costs. Contact Whitney Fox, Catering Coordinator at wfox@ku.edu or (785) 864-2444. For more information, visit the KU Catering website: <http://union.ku.edu/ku-catering>.

Do you need audiovisual equipment?

Microphone (lectern) _____

TV monitors to display PowerPoint/videos/etc.* _____

**Please note that the Dole Institute does not provide a laptop computer. If you wish to display a PowerPoint or other visual aid on our monitors, you must bring a laptop with an HDMI port to connect to our system.*

If you require more extensive A/V support such as wireless mics, the loop hearing system, livestreaming or videotaping, please consult with our approved vendor Mark Crabtree. He will provide you an estimate of costs and bill you separately for A/V services.

Mark Crabtree
Treetop Productions
785-550-4327
markcrabtreeks@gmail.com
treetopprod.com

By signing below I agree to all terms and policies stated under the Facilities Rental section on the Dole Institute website.

Signature: _____

Print Name: _____

Date: _____

Please submit this completed Facilities Rental Request Form to Angie Soden at angiesoden@ku.edu or by fax at (785) 864-1414.

For Dole Institute of Politics Use Only

Event Confirmation Date

Event Confirmed By