



**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?

***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) _____

Due to budgetary restrictions we are not offering pro bono usage of our facility at this time.

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 KU Catering at kucatering@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) in Hansen Hall or Simons Media Room _____

TV monitors to display PowerPoint/videos/etc.* in Simons Media Room only _____

**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, the projector, 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
markcrabtrees@gmail.com
treetopprod.com

The Dole Institute reserves the right to cancel or reschedule any rental event due to causes beyond reasonable control.

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

Signature: _____

Print Name: _____

Date: _____

Please submit this completed Facilities Rental Request Form to Sarah Stacy at sarah.stacy@ku.edu.

For Dole Institute of Politics Use Only

Event Confirmation Date

Event Confirmed By