



**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?**

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**\*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; If your event requires the use of multiple rooms, you will be charged accordingly.*

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](mailto:kucatering@ku.edu). For more information, visit the KU Catering website: <https://dining.ku.edu/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](mailto: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 at [dolental@ku.edu](mailto:dolental@ku.edu).**

***For Dole Institute of Politics Use Only***

**Event Confirmation Date**

**Event Confirmed By**