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?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Revised 08/05/2022
**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. For more information, visit the KU Catering website: [https://dining.ku.edu/catering](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  
markcrabtreeks@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 dolerental@ku.edu.

_For Dole Institute of Politics Use Only_

Event Confirmation Date

Event Confirmed By