

**KANSAS STATE UNIVERSITY
RECREATIONAL SERVICES
FACILITY RESERVATION REQUEST FORM**

Name of Applicant: _____ KSU ID: _____

Phone #: _____ E-mail: _____

Organization/Group: _____ Type/Name of Event: _____

- CSI Registered Group KSU Department Other

Date(s) Requested: _____ Duration of Event: _____ AM/PM TO _____ AM/PM

Estimated Attendance: _____ Equipment Requested: _____

(Example: basketballs, volleyballs, racquets, etc.)

- Non-current KSU student/faculty/staff attendees

Description of Event:

Facilities Requested:

Indoor Locations	Outdoor Locations
<input type="checkbox"/> Badminton/Pickleball Courts Quantity: _____	<input type="checkbox"/> Basketball Courts Quantity: _____
<input type="checkbox"/> Basketball/Volleyball Courts Quantity: _____	<input type="checkbox"/> Lights
<input type="checkbox"/> Combatives Room	<input type="checkbox"/> Intramural Fields Quantity: _____
<input type="checkbox"/> Games Lounge	<input type="checkbox"/> Lights
<input type="checkbox"/> MAC Gym	<input type="checkbox"/> Racquetball court
<input type="checkbox"/> Multipurpose Room 138	<input type="checkbox"/> Sand Volleyball Courts Quantity: _____
<input type="checkbox"/> Racquetball/Squash Courts Quantity: _____	<input type="checkbox"/> Lights
<input type="checkbox"/> Rock Wall	<input type="checkbox"/> Tennis Courts Quantity: _____
<input type="checkbox"/> Studio 4	<input type="checkbox"/> Lights

- I have read and understand the Facility Policies and Reservation Procedures.
 I have read and understand the Recreational Services Policies and Procedures.

I understand that this form is a request for a Recreational Services Facility rental and the completion of this form does not guarantee my rental request. By submitting this form, I acknowledge I have read and understand the reservation policies and procedures and facility use policies and agree to comply with all written and posted policies of Recreational Services, Kansas State University, and the State of Kansas.

Both boxes must be checked in order to receive reservation approval

FOR OFFICE USE ONLY		
Reservation Approved: _____		
Reservation Denied: _____	Facility Manager: _____	Date: _____

**KANSAS STATE UNIVERSITY
RECREATIONAL SERVICES
RENTAL FEES**

	CSI REGISTERED GROUP	KSU DEPARTMENT	OTHER
Indoor Locations	**Prices listed correspond to 1 unit/hr**		
Badminton Court	\$0.00	\$10.00	\$20.00
Basketball Court	\$0.00	\$25.00	\$35.00
Combatives Room	\$0.00	\$25.00	\$35.00
Games Lounge	\$0.00	\$30.00	\$50.00
MAC Gym	\$0.00	\$60.00	\$100.00
Multipurpose Room 138	\$0.00	\$25.00	\$35.00
Pickleball Court	\$0.00	\$10.00	\$20.00
Racquetball Court	\$0.00	\$10.00	\$20.00
Squash Court	\$0.00	\$10.00	\$20.00
Studio 4	\$0.00	\$25.00	\$35.00
Table Tennis Table	\$0.00	\$10.00	\$20.00
Volleyball Court	\$0.00	\$25.00	\$35.00
Outdoor Locations			
Basketball Court	\$0.00	\$25.00	\$35.00
Flag Football Field	\$0.00	\$25.00	\$35.00
Racquetball Court	\$0.00	\$10.00	\$20.00
Sand Volleyball Court	\$0.00	\$25.00	\$35.00
Soccer Field	\$0.00	\$25.00	\$35.00
Softball Field	\$0.00	\$25.00	\$35.00
Tennis Court	\$0.00	\$10.00	\$15.00
Additional Charges for ALL Rental Groups			
Additional Rec Services Employee Staffing	\$15.00 / hr / person		
Cleaning Charges	Minimum \$25.00 fee		
Field Service Center Facility	\$50.00 / day		
Labor Cost (set up/breakdown)	\$15.00 / hr		
Outdoor Field Lights	\$25.00 / hr		
Portable Flip scorer	\$5.00 / day		
Portable Score Clock	\$10.00 / day		
Portable Sound Equipment	\$25.00 / day		
Studio Stereo	\$15.00 / day		
Tables	\$2.00 / table / day		
Wall Mount Score Clock	\$25 / day		
Cleaning Charges are applied if the area is left in poor condition, if department equipment is used, or if any equipment is damaged Damage/lost equipment will be charged at replacement cost plus 10%. No refunds under \$25 will be made for fees charged.			

FOR OFFICE USE ONLY:			
Facility Rate: \$ _____ x _____ = _____	Deposit Received: _____		
Additional Fees: \$ _____ = _____	Balance Received: _____		
Total Fees: _____	Paid in full: _____	Date: _____	

Please save this form and email it to
graysongraham@ksu.edu

**KANSAS STATE UNIVERSITY
RECREATIONAL SERVICES
FACILITY POLICIES AND RESERVATION PROCEDURES**

Recreational Services: recservices.k-state.edu

Contact Info: 785-532-6980 / graysongraham@ksu.edu

Reservation Procedure:

1. Reservation **must be completed 14 days** prior to the scheduled reservation date to be considered.
2. Submit a Facility Reservation Request Form found under the Facility Rental tab at <https://recservices.k-state.edu/complex/RecForms.html>. All information requested must be complete, including event description, equipment needed, signatures, etc. before the reservation may be considered.
3. Reservations submitted within 7 days will not be allowed.
4. Reservation requests can begin on the first day of the fall or spring semester.

Recreational Services Facility Policies:

1. All groups sponsoring any activity in Recreational Services facilities must comply with all Recreational Services policies, Kansas State University policies and regulations, as well as with any applicable federal, state, and local laws.
2. There will be no organized activities except those sponsored by Recreational Services at the Recreation Complex or surrounding areas without special permission.
3. Reservations will be considered if they do not interfere with established Recreational Services' programs and we are low on use times (Recreational Services has the right to deny any request).
4. Facility Rental reservations will not be taken for any one group on an ongoing basis.
5. Facilities must be used for the purpose specified on the Facility Reservation Request Form. Recreational Services reserves the right to cancel any reservation should it be deemed necessary or unsafe. Additional groups that are not specified on the Facility Reservation Request Form are prohibited.
 - a. Under no circumstances will field use be allowed if the fields are deemed unusable. Recreational Services staff will make the final determination concerning the playability of fields, up to and including game or use time.
6. Facility staff have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. Failure to abide by the policies and regulations established by Recreational Services may result in the loss of the facility reservation and/or program privileges.
7. If the group fails to show up within thirty (30) minutes of their reservation time, the reservation becomes canceled.
8. The individual whose name appears on the Facility Reservation Request Form will be responsible for any additional or unusual expenses incurred by Kansas State University or Recreational Services resulting from the activity as well as the behavior of all participants.
 - a. Non-university organizations must have proof of liability insurance listing Kansas State University and Kansas Board of Regents as additionally insured, with the minimum limits of \$1,000,000 personal injury coverage per person and \$50,000 personal property coverage per occurrence.
 - b. Student organizations registered through CSI will not be required to provide proof of insurance.
9. Recreational Services will determine the number of departmental supervisory staff necessary for the event, including any set-up or clean-up necessary.
10. Facilities, fields, parking lots, etc., are to be left in the same or better condition than found. Charges will be assessed as necessary for clean-up, damages or loss of equipment.
11. Organizations and departments must be approved prior to holding an event within Recreational Services facilities intended to make a profit for them.
 - a. For those groups who charge admission and/or have merchandise sales, there will be a 15% surcharge (15% of billing grand total) added to the rental cost.
12. Groups under the age of 18 must have a minimum of one adult per area being rented when indoors.
13. The possession and/or use of alcohol, tobacco, and drugs are prohibited in all Recreational Services facilities, including the outdoor facility areas.
14. Recreational Services is not responsible for any lost or stolen items. All lost and found items may be claimed at the North Service Desk. Lost items are kept at the Recreation Complex for thirty (30) days before being donated. Information regarding potential missing items will not be given over the phone.
15. Parking permits are required Monday-Friday, 7 a.m.-4 p.m., at the Recreation Complex. Arrangement and fees for parking are not included in the rental contract and must be arranged through Parking Services, 101 Parking Garage, telephone 785-532-7275. Metered parking is also available via zone **2126** on the **ParkMobile** phone app.
16. For area specific policies, please visit: <https://recservices.k-state.edu/complex/RulesSpecAreas.html>.

CSI Registered Group Restrictions:

Student organizations registered with CSI will be allowed to reserve facility space at no cost for practices, special events or philanthropies if the organization receives no financial gain from the use of the facility.

The request must fall within the following parameters - otherwise "KSU Department" rates apply.

- Submit the Facility Request Form a *minimum* of 14 days in advance.
- Reservations will be considered if they do not interfere with established Recreational Services' programs and we are low on use times (Recreational Services has the right to deny any request).
- Facility Rental reservations will not be taken for any one group on an ongoing basis.
- All other associated charges for employee staffing, equipment rental, and damages will apply.
- CSI Registered student organizations are allowed up to 4 hours of recurring reservation time per week/per semester (not exceeding 2 days) at no cost.
- Reservations must not exceed the use of 2+ courts unless approved by Recreational Services.
- Current KSU students must present a valid physical student ID to enter the facility.