

## The Hall Center for the Humanities Facilities Use Request Form

The Hall Center for the Humanities (HCH) is a designated research center at the University of Kansas with purpose-built facilities dedicated to the support of research in the humanities, arts, and social sciences, and the dissemination of that research to a broader public.

**Rental:** Center facilities are available on a rental basis to HCH affiliated groups and organizations whose proposed activity is consistent with the Center's purpose. Facility descriptions and associated costs are available on our website at <http://www.hallcenter.ku.edu/~hallcenter/facilities/>.

**Co-Sponsors:** The Hall Center also co-sponsors a variety of events throughout the year. In the case of HCH affiliated groups and organizations, co-sponsoring includes a waiver of the facility use fees. It may also include any or all of the following: shared costs for receptions and speaker fees, logistical support, and assistance with publicity. On occasion, the Hall Center may also choose to co-sponsor events with non-affiliated groups and organizations.

**Request Process:** In order to consider your request in a careful and timely manner, we require all those requesting use of our facilities to complete the attached form at least thirty (30) days in advance of the proposed event. We evaluate requests on a weekly basis, and will inform you of our decision via email within 10 days.

We look at a variety of factors when making a decision about which events to approve for rental or co-sponsorship. These include adherence to the facilities use policies, current priorities, staff availability, and scheduling considerations. Requests for weekend events are rarely successful because of Hall Center staffing constraints. Priority in scheduling is given to Hall Center events. Approval of a similar event in the past does not mean a new event can be accommodated. HCH facilities may not be used for personal events, and charging admission fees to attend events hosted at the Hall Center is prohibited.

Please submit all request forms to HCH Associate Director Kristine Latta at 900 Sunnyside Avenue, Lawrence KS 66045; via email at [klatta@ku.edu](mailto:klatta@ku.edu); or by fax at 785/864-3884.

This form contains interactive form fields. If you use Adobe Reader, you will be able to save the form and send it by email to [jeaniew@ku.edu](mailto:jeaniew@ku.edu)

## HALL CENTER FOR THE HUMANITIES FACILITIES REQUEST FORM

**Event Sponsor:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

**Proposed Date:** \_\_\_\_\_

**Note:** The Hall Center will not schedule any evening events during weeks in which we have a Humanities Lecture Series event scheduled. Requests for weekend events are rarely successful because of Hall Center staffing constraints.

**Proposed Begin Time:** \_\_\_\_\_ **and End Time:** \_\_\_\_\_

**Note:** Events that extend beyond 5:00 p.m. entail additional staffing costs. Due to this fact, the number of evening events we can schedule is limited.

**Please provide a brief description of the proposed event. If it is not already apparent in the description, please explain how this event will advance research and/or its dissemination to a broader public:**

**Facility requested:**  Conference Hall (capacity 100)  Seminar Room (capacity 20)

**Estimated Attendance Numbers:** \_\_\_\_\_

**Note:** Room capacity limits must be observed. While we want to encourage students to attend our public events, we request that faculty refrain from requiring their students to attend any Hall Center event.

**Please describe the likely audience for this event (e.g., which departments, areas of scholarship, students, etc.):**

**Audio/Visual Needs** [give checkbox choices]

- LCD projector
- Laptop computer
- Web access
- VCR
- DVD/CD player
- Opaque Projector (also known as an ELMO)
- Slide projector (not built in to the LCD)
- Cassette tape recorder
- Wall-mounted video camera
- Portable flip chart/white board (please use only markers provided)
- Steinway Grand Piano \*\*

**\*\*Note: Use of the piano requires special approval.** The cost of tuning the piano prior to an event is extra. The piano may not be moved more than a few feet from its present location and only by Hall Center staff.

**Which of the following do you wish to include in the event:**

- No Food or Beverage Service
- Food Service: Type of Food: \_\_\_\_\_

Beverage Service:  Alcohol     Soft Drinks

**Note:** All service must be provided by Kansas Union Catering, 864-2444. Alcoholic beverage service requires advance approval by the Chancellor's office.

**Co-Sponsorship Requested?      Yes      No**

**If you would like the Hall Center to consider this event for co-sponsorship, please provide details on any resources you have already secured:**

**Please provide any additional information you believe we should consider, or indicate any other specific requests you would like to make:**