



Contact: Jordan Yochim  
785-864-2343  
thecommons@ku.edu

## EVENT REQUEST FORM

Name of event:					
Date of event:					
Start/end time of event:		am	pm	to	am pm
Brief description of event:					
Please describe how your event advances the mission of The Commons (this information will be used to determine the suitability of the Commons as a venue, see <a href="http://thecommons.ku.edu">http://thecommons.ku.edu</a> for more information):					
Event URL (we can link to it on the Commons site if you'd like):					
Number of guests (est. is fine):		Special needs:			
Event contact (person attending event):				Phone #:	
Sponsor's/Organization's name:					
Affiliation to KU (if any):					
Sponsor contact (if different from event contact):				Phone #:	
				Fax #:	
Contact/Sponsor postal address:					
	City	State	Zip		
Contact/Sponsor email address:					
Will you be catering food or drinks?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If so, please contact KU Catering – 785-864-2444)				
Will you be serving alcohol?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If so, please complete an alcohol beverage request form* and contact KU Catering – 785-864-2444)				
Briefly describe the arrangement of furniture** you'd like, if any (you may draw a diagram on the floor plan provided below):					

Briefly describe your media equipment*** needs:
Other special arrangements of which we should be aware?

\*The alcohol beverage request form can be found at:  
 <<https://documents.ku.edu/policies/provost/AlcoholicLiquoratUniversityEvents.htm>>

\*\* The Commons can seat up to 100 for dinner, 250 for a lecture, or accommodate 300 for a reception. The Commons can provide up to 120 chairs for lecture seating, 10 cocktail tables for receptions, and 30 chairs and 18 tables for conference arrangements. Other furnishings may be rented from private suppliers with advance approval from The Commons.

- \*\*\* The Commons provides audio and visual equipment to suit most needs. In the main gallery this includes:
- two independently operated LCD projectors and wall-mounted screens
  - connections (2) for laptops (computer not provided, Apple computers require an additional adapter)
  - DVD and VHS players
  - document/object camera
  - podium with input selection controls

In the apse:

- large screen TV with DVD player and laptop connection (computer not provided, Apple computers require an additional adapter)

Throughout the space:

- distributed sound system
- multi-disc CD player
- MP3 player connection
- podium, wireless handheld or wireless lapel microphones
- wireless Ethernet access (non-KU personnel or students will need to register to log in to the KU network. Contact Jordan Yochim for guest access.)

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Client - KU Department/Affiliate or Sponsoring Organization/Individual

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Signature of Client

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Date

For University departments, fees will be billed after the event. If paying with state funds, departments must submit an SOV. If paying with KU Endowment funds or other funds, an invoice will be sent to the sponsor. For non-university and student groups, a deposit is expected when your event is approved and final payment is expected at the time of event according to the terms listed in this agreement.

**Payment Details (for Commons use only)**

**Event Fee:** \_\_\_\_\_

**Total Amount Owed by Client:** \_\_\_\_\_

Deposit amount: \$ \_\_\_\_\_, paid on \_\_\_\_/\_\_\_\_/\_\_\_\_ by MC/VISA/CHECK/CASH/SOV.

For University departments only:

Payment to be made by  SOV # \_\_\_\_\_  KUEA funds, fund # \_\_\_\_\_

## Terms & Conditions

We want you, our client, to feel welcome in The Commons. In order to assure that you do, and that we can accommodate your needs we are both required to abide by certain terms. If you don't believe you can comply with these, simply fail to do so, or misrepresent yourself or your organization under these terms, we will cancel your agreement with The Commons, and your event, immediately.

- a. Event dates and times are offered on a first come, first served basis. A signed copy of the contract must be completed and returned with a 50% deposit to secure your event. All events require a fifty (50) percent deposit with the balance due within two weeks of the event's date.
- b. For your event, you may wish to make arrangements for catering and/or bartending services. All food served at events in Spooner Hall must be prepared and delivered by the Kansas and Burge Unions (785-864-2444), the exclusive caterers for the KU campus. We must approve in advance the use of any type of fire or flame, including candles and food warmers. We will confer with the caterers to determine if they plan to use such devices; if you plan other uses, please tell us.
- c. Service of alcohol at events in Spooner Hall must comply with the Kansas Liquor Control Act and with university regulations, and you must have advance approval of the Office of the Chancellor. If you do secure approval to have alcohol served at your event, you must arrange for the purchase and delivery of the alcohol. Sorry, we're not allowed to make these arrangements. The Commons requires advance notice of such services. You must also provide a signed copy of the approval form to us before any deliveries will be accepted. The form can be found at:  
<https://documents.ku.edu/policies/provost/AlcoholicLiquoratUniversityEvents.htm>  
No alcoholic beverages may be delivered before the day of the event, and any left-overs must be removed from the building at the end of event. Only Kansas and Burge Unions personnel are authorized to serve alcohol on campus. If alcohol is to be served at your event, you must employ a bartender from the Unions. Employees of the Unions and of the Commons may forbid alcohol to be served to anyone who appears intoxicated. You can learn more about the applicable regulations and how to seek approval by reading *Regulations Governing the Use of Alcoholic Liquor at University Events*, available from the Office of the Provost.
- d. For your event, you may wish to make arrangement for services such as entertainment, transportation, additional tables or audio-visual equipment. The Commons requires advance notice of such services, including contact information for the vendor, as well as details about the vendor, nature of services to be provided, arrangements for delivery, setup and payment. You are responsible for all expenses for such services, and payment must be arranged with the vendor. We reserve the right to deny permission for services that pose potential for damage to our property or to the safety of our employees or attendees. The Commons further reserves the right to refuse the use of particular vendors, based on experience with their services. The Commons assumes no responsibility for services provided by external vendors, and require that all vendors have appropriate permits, licenses, and liability coverage for the services they are performing. The Commons cannot make arrangements for you, but will arrange for access to the building so that such equipment can be delivered.
- e. You, the client, will be responsible for damage to the property or injury to employees due to gross misconduct or the negligence of your guests. The Commons is not responsible for loss or damage to property of the Client, guests, or external vendors.
- f. Noise levels of your event may not disrupt other guests. We reserve the right to regulate the volume of performers, and to refuse the use of specific instruments and/or amplification devices if such items are deemed to pose a danger to our facilities or collections.
- g. Cancellation fees are: 10% of total estimate if you cancel your event within 14 days, 25% if within 7 days, and 50% if within 72 hours of the contracted event start time. Rescheduling the date of an event less than 72 hours prior to its contracted start time is considered a cancellation.
- h. If The Commons is prevented from producing the event herein by reason of any "Act of God" such as, but not limited to, fire, flood, public disaster, or any other reason within or beyond the control of The Commons, such reason will be deemed a valid excuse for delay or cancellation of the event. We will assist the you in rescheduling the event or finding an alternate location, and you will not be responsible for contracted charges to The Commons. The Commons is not responsible for any additional charges at the new venue.
- i. The Commons reserves the right to require that security personnel are present for events, the cost of which will be billed back in full to you. We will have special-event personnel on site for set-up, event oversight and assistance, and break-down. Special-event personnel will be available to contact the appropriate city agency in the event of an emergency. If your entertainment, speakers, VIPs, dignitaries, or special guests have their own private security, please notify us in advance.

- j. We reserve the right to ask any guest who is under-age and found attempting to consume an alcoholic beverage, or who otherwise jeopardizes the experience of other guests or operation of business, to leave the premises (or property) immediately.
- k. We will conduct a facility review with you at least thirty (30) minutes before the beginning of any event held after normal business hours. If you fail to attend and participate in this walk-through you agree to accept and use the space as-is.
- l. Visitors may not touch collection items or lean upon or place things on walls, podiums or cases. Food or beverages are not allowed in spaces above or below The Commons. Children may not be left unattended. Running and other play activities are not allowed. Any damage requiring repair to the facility including, but not limited to, stains, paint/wall damage and broken fixtures shall be billed back to you in full. Damage resulting in the loss of business shall also carry the fee of any revenue lost by The Commons due to said damage.
- m. Personal events (i.e. wedding, etc.), non-KU fund raising events, and events of a religious or partisan political nature are not permitted. Cash bars, raffles and the display or promotion of commercial products are also prohibited. Charging an admission fee to an event hosted at Spooner Hall is prohibited, without prior consent of The Commons.
- n. All events at The Commons must be planned in conjunction with us. We are required to approve all event plans, including, but not limited to, invitation text, speaking program, the use of logos and vendors. The names "The Commons", "Spooner Hall", "Biodiversity Institute", "Spencer Museum of Art", "Hall Center for the Humanities", "The University of Kansas", and any divisions within the aforementioned or any variance of them, may not be used on any document without prior approval by The Commons. Photography is allowed within Spooner Hall but any articles or photographs of or containing The Commons intended for publication must first receive our approval. Please allow two weeks for approval.
- o. Spooner Hall is available for rental by University of Kansas departments, affiliated groups and organizations. Non-university groups may be eligible to rent the facilities, but certain restrictions apply and these groups' activities must fall under the mission statement of The Commons. Use of Spooner Hall is a privilege. Priority is given to events sponsored or co-sponsored by The Commons, by one or more the Commons' partners, by KU departments or units, and finally by KU affiliated groups sponsored by a KU department and KU student organizations. The approval of a similar event in the past does not mean a new event can be accommodated.
- p. Groups using Spooner Hall must comply with all federal, state, city and university laws and regulations.
- q. Parking for events is available in Lot 16, east of Dyche Hall and adjacent to Spooner Hall on the north, and in the Visitor Parking Garage on Jayhawk Blvd. north of the Kansas Union. Between 7 a.m.-5 p.m., Monday through Friday, parking in Lot 16 is available only for those with blue parking permits. After 5 p.m. and on weekends (except home football games), the lot is available for public parking. The Visitor Parking Garage is free on Saturdays and Sundays, but Monday through Friday there is a fee of \$1.00 per hour. Event sponsors should contact KU Parking Services at 785-864-7275 to determining what parking will be available and any requirements for visitor passes, and should inform participants of those details in advance of the event. The Commons has no control over the availability of parking spaces or enforcement of parking regulations. For deliveries or drop-off of guests, there is a 10-minute loading zone in front of Spooner Hall on Jayhawk Blvd.
- r. Physical preparations for the event must be approved in advance. The fixtures or objects belonging to The Commons may not be moved except by our staff. You may not install decorations except under the direct personal supervision of a member of our staff. All decorations and equipment must be approved in advance by us.

I have read and accept the terms and conditions set forth herein.

\_\_\_\_\_  
Client's Printed Name/Organization

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

**Please return this request form to:**  
**Jordan Yochim**  
**Dyche Hall**  
**1345 Jayhawk Blvd.**  
**Lawrence KS 66045**