

### **General Building Policies**

The purpose of the buildings on the Kansas State Polytechnic campus are to serve as classrooms and educational facilities. Building use should be coordinated through Professional Education and Outreach. Failure to abide by any of the policies below may result in discontinued ability to reserve space on campus.

#### Building Use and Availability

- Buildings and space on the Kansas State Polytechnic campus are available to reserve for educational and training purposes. All use of space must be scheduled through the Professional Education and Outreach staff. Request space through the online form at <http://polytechnic.k-state.edu/profed/meetserv.html>
- Building hours and date availability are subject to change. Building hours may be extended if necessary to accommodate an event as approved by Professional Education and Outreach.
- All buildings are closed on University holidays.
- All guests must vacate the scheduled space at the ending time indicated on the space reservation.
- Approval of room use and subsequent fees will be communicated by Professional Education and Outreach staff.
- Cancellation of facility use less than 24 hours in advance of date of service will result in a \$50 charge.

#### Food and Beverage

- Ameriserve is the Kansas State Polytechnic campus food service provider. All on-campus food and catering needs must be provided by Ameriserve.
- Upon inquiring about space reservation, all catering needs should be communicated to Professional Education and Outreach staff. A catering guide and price list is available upon request.
- A catering agreement must be signed and submitted to Professional Education and Outreach a minimum of 21 business days prior to the date of service. Failure to submit a signed catering agreement by this deadline will result in a 5% increase to total cost and no guarantee of requested product availability.

#### Technology

- Technology varies by room and building. Professional Education and Outreach staff will work with you to identify the best space to match your technology needs.
- On site technology and media assistance is available upon request and fees may apply.
- Mac adapters, laptops, and other forms of technology resources are not provided and are not available.

#### Room Accommodations

- Room accommodations and in-room furniture and available layouts vary by space. Professional Education and Outreach staff will work with you to discuss the best layout for your needs. Room set-up is included in the room reservation.
- The removal of any fixtures, furniture, or furnishings from any room is prohibited.
- Kansas State Polytechnic is not responsible for guests' lost, damaged, or stolen articles.

#### General

- No items or materials may be left in rooms when the reservation has ended for the day unless prior arrangements have been made with Professional Education and Outreach staff.
- **Do not tape anything** to any surface. Post-it flip charts are not provided but are a good solution when needing to post notes.

- Glitter, sprinkles or confetti are not permitted. No open-flamed candles are permitted.
- Report any spills or damage in the room to Professional Education and Outreach staff for immediate attention.
- Users will assume all cost for damages to rooms reserved for their event.
- Do not overfill trash cans.
- Kansas State Polytechnic abides by the policies of Kansas State University pertaining to tobacco use and weapon possession.
  - A NO SMOKING and NO TOBACCO policy is in effect on the Kansas State Polytechnic campus and within 30 feet of the entrance to any building.  
<http://www.k-state.edu/policies/ppm/3720.html#smoking>
  - Kansas State University prohibits the possession and use of firearms, explosives, and weapons on any University campus with limited exceptions, namely by law enforcement personnel or the lawful concealed carrying of handguns.  
<http://www.k-state.edu/policies/ppm/3700/3770.html>
- Animals are not allowed in campus buildings except for those licensed to assist persons with disabilities.
- Live music as well as sound amplification systems and excessive sound must be approved by Professional Education and Outreach staff.

### Expectations of Conduct

When a person enters a facility at Kansas State University Polytechnic Campus they are expected to adhere to policies of the university<sup>i</sup>. All are expected to conduct themselves in a collegial manner within the university and should contribute to an academic environment that:

- supports academic freedom, freedom of expression, professional discourse, inquiry, and respect for the academic rights and professional expertise of others; and
- is free of workplace bullying such as repeated threatening, humiliating, or intimidating behavior.

Kansas State University will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities.<sup>ii</sup>

Please understand that the expectations of proper and improper conduct discussed above are not all inclusive.

Violations of university policy may result in a suspension of room use privileges at Kansas State University.

I affirm that I understand and will abide by the Kansas State Polytechnic General Building Policies as outlined on this document.

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Client Signature

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Date

<sup>i</sup> <http://www.k-state.edu/policies/ppm/>

<sup>ii</sup> <http://www.k-state.edu/policies/ppm/3000/3010.html>