

DIVISION OF FACILITIES REQUEST FOR USE OF AHEARN SPORTS COMPLEX

Please type or print clearly in ink. See **instructions/policies on reverse side.**

Name of Group or Department _____

Requestor _____ 81dg & Room or Address _____ Phone _____

Department Head _____ Bldg & Room _____ Phone _____

Faculty Advisor _____ Dept & Bldg _____ Phone _____

	Circle Area(s) Requested	Dates	Time
Ahearn Field House:			
	_____	_____	_____ a.m./p.m. to _____ a.m./p.m.
Field House	Track	_____	_____ a.m./p.m. to _____ a.m./p.m.
Gymnasium	Lawn	_____	_____ a.m./p.m. to _____ a.m./p.m.
Memorial Stadium:			
	Main Field	_____	_____ a.m./p.m. to _____ a.m./p.m.
Track	South Field	_____	_____ a.m./p.m. to _____ a.m./p.m.
West Wall	West Stands	_____	_____ a.m./p.m. to _____ a.m./p.m.
Natatorium:			
	Glass Classroom	_____	_____ a.m./p.m. to _____ a.m./p.m.
6 lane pool	Diving Well	_____	_____ a.m./p.m. to _____ a.m./p.m.
8 lane pool	Bleacher Area	_____	_____ a.m./p.m. to _____ a.m./p.m.

FUNCTION/ACTIVITY DESCRIPTION(Describe in detail, using attachments if necessary.): _____

GENERAL INFORMATION:

Expected Attendance _____ Open to non-campus public? Yes _____ No _____

Admission Charge/Collection of Money/Sale of Goods? Yes _____ No _____ (Attach copy of Vendor's Permit obtained from Office of Student Activities and Services, K-State Union.)

Will food be served? Yes _____ No _____ (Attach copy of menu.) Organization preparing food? _____

SERVICES REQUESTED:

Security, traffic, or parking requests: _____

AN INTERDEPARTMENTAL REQUISITION MUST ACCOMPANY THIS REQUEST FORM FOR THE FOLLOWING SERVICES:

Electrical/PA System: _____ Trash Barrels: _____

Tables and Chairs: _____ Custodial/Clean up: _____

Barricades(Delivered & Picked Up): _____ Set Up/Tear Down: _____

Other: _____

I understand that *requests* are not *approved unless signed by the Assistant Vice President of facilities.*

I understand that *all requests are approved in accordance with University regulations regarding use of KSU facilities and are subject to cancellation if conditions make it necessary. I understand that faculty advisors, sponsoring departments, and/or requesting groups are responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items. I understand that prompt payment of expenses incurred are the responsibility of the sponsoring entity. Abuse of these regulations may result in restricted or withdrawn privileges.*

SIGNED: _____
 Requestor _____ Date _____ SIGNED: _____
 Department Head/Faculty Advisor _____ Date _____

APPROVE

Yes/No: _____
 Public Safety/Sanitation _____ Date _____

Yes/No: _____
 KSU Police Department _____ Date _____

Yes/No: _____
 Ahearn/Memorial Stadium/Natatorium _____ Date _____

Yes/No: _____
 Facilities Services-Grounds _____ Date _____

APPROVE

Yes/No: _____
 Athletics Department _____ Date _____

Yes/No: _____
 Kinesiology Department _____ Date _____

Yes/No: _____
 Continuing Education _____ Date _____

Yes/No: _____
 Recreational Services _____ Date _____

USE AGREEMENTS-SPECIAL NOTATIONS:

APPROVED/DENIED: _____
 Assistant Vice President, Division of Facilities _____ Date _____

PLEASE READ ALL INFORMATION

The Ahearn Sports Complex is a shared use, multi-purpose facility. Priority of use will be given to the following four Departments: Department of Kinesiology, Intercollegiate Athletics, Continuing Education, and Recreation Services. The use of Ahearn Sports Complex for OTHER THAN **REGULARLY SCHEDULED ACADEMIC CLASSES AND FUNCTIONS** will be considered **SPECIAL USE** and may require a fee.

Fill in the Request for Use form as completely as possible to avoid delays or errors in processing. Include name, address, and phone number of requester, department head, and if necessary, advisor. Use one form for an activity that will be held at several dates or locations during the current semester; separate forms for different activities. (Refer to Policy and Procedures Manual, Chapter 7840.)

POLICY AND PROCEDURES FOR USE OF KSU FACILITIES

Scheduling of Ahearn Sports Complex will be approved only for a group that is registered or recognized by the University Activities Board (UAB), or is sponsored through a University department. The Assistant Vice President for Facilities may request further verification of eligibility if necessary. **FACILITIES ARE NOT AVAILABLE FOR PRIVATE USE.** Depending on the nature of the activity, some user groups may be required to sign a waiver of liability.

A "Request for Use of Ahearn Sports Complex" form must be completed and submitted at least **TWO WEEKS** in advance of the requested activity. Shorter notification may result in a rejection because of lack of time to make necessary arrangements.

Scheduling of activities can be made only for the current semester. Regularly scheduled continuing functions will be approved for **ONE SEMESTER ONLY**. Applications for renewal must be submitted and processed in the same manner as new requests. Scheduling for Summer semester can begin May 1; Fall semester can begin July 1; Spring semester scheduling can begin December 1.

Permission must be obtained from the Ahearn Users Group for any person or group to dispense food or drink in the Sports Complex. These requests must be submitted at least **ONE MONTH** in advance of the season or requested activity.

University registered organizations sponsoring fund-raising functions (any activity which involves a collection of money from non-members-UAB definition) require a University Activities Board registration and Vendor's permit before the request will be considered.

All arrangements for service, equipment, or personnel are made by the Division of Facilities, unless an alternative agreement is reached. **INTERDEPARTMENTAL REQUISITIONS ARE REQUIRED WHERE SPECIFIED.** Billing for services is done after the event on the basis of time and materials used, unless mutually agreed upon in advance.

Areas should be cleaned up and left in their original condition. Areas may be subject to inspection by a representative of the Facilities staff. Charges may be assessed for additional clean up or damage.

The signature of the Department Head is required for departmentally sponsored and/or academic functions; the Faculty Advisor for University Activities Board registered groups. Faculty sponsors or sponsoring departments or units and requesting groups will be responsible for their group's activities and conduct during the event, and the prompt payment of expenses incurred. All fire, safety, sanitation, or special regulations specified for each area are to be followed.

All requests are approved in accordance with University regulations concerning use of Kansas State University facilities and are subject to cancellation by the Assistant Vice President for Facilities.

If you require information or help in planning, contact Facilities Support Services, 532-6373. Submit completed forms to Support Services, 109 Dykstra Hall.

COPIES OF ORIGINAL REQUEST PROVIDED: DATE _____ a.m. p.m.
Copies of any change to request provided: DATE _____ a.m. p.m.

Requestor	_____	Weber Arena	_____
KSU Police	_____	Department Head	_____
Custodial	_____	Faculty Advisor	_____
Grounds	_____	Work Management	_____
Ahearn Complex	_____	Energy Systems	_____
Bramlage	_____	Other	_____

Received by Division of Facilities on:

KANSAS STATE UNIVERSITY
Division of Facilities
Form DF-7
Revised 10/95