

Engineering Extension Training and Conference Room Use Policy and Procedures

Engineering Extension
2323 Anderson Ave
Suite 300
Manhattan, KS 66502
785-532-6026

These facilities are the primary training spaces for Engineering Extension, and were created in partnership with Global Campus and UFM Community Learning Center. As such, space reservations by these units take priority over any other entity’s request. All efforts will be made to accommodate room requests, but Engineering Extension reserves the right to cancel registrations to meet the needs of its funding partners.

A calendar showing current reservations can be found at:
enggext.ksu.edu/calendar

Room Reservation Request Form can be found at:
enggext.ksu.edu/request

Reservation requests will be processed by Engineering Extension staff and if the facility is available, confirmation will be sent to the contact person with a facility use agreement to be completed and submitted to Engineering Extension.

FACILITY USAGE FEES

<u>Training Room</u>	<u>KSU Affiliation</u>	<u>External User</u>
½ day (4 hrs; 8am-12pm or 1pm to 5pm)	\$75	\$150
Full day (8 hrs; 8am – 5pm)	\$150	\$300
<u>Conference Room</u>	<u>KSU Affiliation</u>	<u>External User</u>
½ day (4 hrs; 8am-12pm or 1pm to 5pm)	\$50	\$100
Full day (8 hrs; 8am – 5pm)	\$100	\$200

Time of Use – Monday through Friday 8am - 5pm – Engineering Extension staff will be available. Room may be accessed ½ hour before and after event start and stop times. Both rooms may be in use at the same time. Scheduling may be limited by available furniture. All after hours evening usage events must have Engineering Extension, Global Campus or UFM Community Learning Center staff member in attendance. All weekend events will result in additional charges for event staff, security, audio-visual support and custodial services. Contact Engineering Extension to identify weekend use additional fees and requirements.

Booking - Payment can be made by credit card at: Engext.ksu.edu/storefront/trainingrooms. Full payment is due 30 days after receipt of invoice. Cancellations of reservations more than 30 days prior to the event, 100% refund, less a \$25.00 handling fee. Cancellations made less than 14 days prior to an event will be charged 50% of room rental fee.

Facilities

Training Room – 36' by 42' = 1512 SF

Use of audiovisual equipment is included in room rates.

Portable Podium

2 - 80" video displays

Touch Screen Control Panel

WiFi Internet

Laptop Connection -VGA and HDMI

Sound System with wireless lapel and handheld mics

Video Camera for full room

Technology instructions are posted on the bulletin board in the room.

Rolling coat rack

Capacities: lecture – 100 classroom – 80

Standard room setup is classroom for 40



Conference Room – 24' by 36' = 864 SF

Use of audiovisual equipment is included in room rates.

Portable Podium

80" video display

Touch Screen Control Panel

WiFi Internet

Laptop Connection – VGA and HDMI

Sound System with wireless lapel and handheld mics

Video Camera for full room

Technology instructions are posted on the bulletin board in the room.

Rolling coat rack

Capacities: lecture – 50 classroom – 40

Standard room setup is classroom for 20



Current available furniture for both spaces

- 32 tables on wheels

- 80 chairs

- 6 Display tables

- 5 Folding tables

FACILITY USE POLICIES

Rooms and facilities must be left in generally the same condition that they were found prior to the event. Groups and/or individuals using facilities will be responsible for all costs related to clean-up, damages and subsequent repairs to the facility caused by use of this facility during the event. Responsibility for such repairs shall exclude any preexisting damage and damage caused by customary wear and tear. The removal of any fixtures, furniture or furnishings from the building is prohibited.

Kitchen – use of kitchen is included in room rates. No cooking of food is allowed. Appliances are refrigerator, dishwasher and sink.

Catering - At this time, catering can be provided by any outside vendor and must be ordered, coordinated and paid by facility user or renter with communication of all logistics to Engineering Extension staff.

Restrooms – Restrooms are located in the elevator tower on each floor of the building.

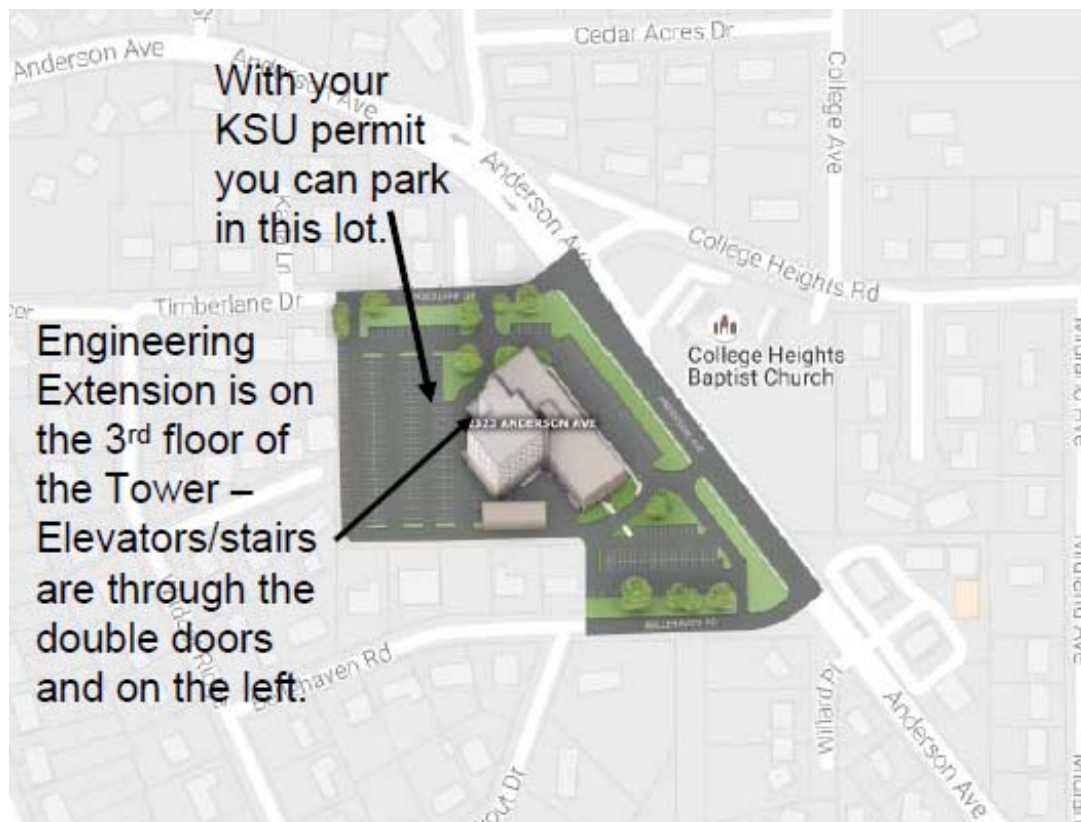
Parking – KSU permit is required in the lot surrounding our building.

Enforced 7am-5pm Monday through Friday

There are 10 metered slots in the northwest area of the lot behind the tower. \$1.50 /hour

Visitor information can be found here: <https://www.k-state.edu/parking/visitor.html>

Permits can be purchased online here: <https://ksu.t2hosted.com/cmnh/autg/guest.aspx>



A NO SMOKING and NO TOBACCO policy is in effect inside the building and on all property surrounding the building.

Alcohol - No alcohol can be served or is allowed.

No Firearms - No firearms/explosives/fireworks are allowed.

Animals – Animals are not permitted in the building. Exceptions are animals licensed to assist persons with disabilities, research animals or animals used as part of an academic program.

Decorations - All decorations and rental items must be approved by Engineering Extension staff. They must be freestanding, including signs. Nothing is to be attached to the walls or ceiling. No posters or banners will be permitted on the building exterior or grounds without approval. Two 8-1/2 x11 event poster stands are available to place in elevator lobby or elsewhere to orient attendees.

Outside Vendors

Delivery of off-premise equipment must be approved by staff member and delivered during normal business hours. All vendors must contact Engineering Extension staff five (5) days prior to the event to make arrangements for delivery, set-up and pick-up times. Engineering Extension will not be held responsible for items left by an outside vendor after the function. All outside vendors must provide proof of insurance.

Facility Use Agreement

Execution of our facility use agreement will evidence understanding of the policy and guidelines of Engineering Extension governing the use of facility and by signing the agreement the user agrees to comply with the policy and guidelines.

Insurance and Liability

The user agrees to indemnify and hold free and harmless, assume liability for and defend Engineering Extension, Kansas State University, State of Kansas, the Kansas Board of Regents and their officers, employees and agents from and against any and all actions, claims liabilities, assertions of liability, losses, costs and expenses, including but not limited to attorneys' fees, reasonable investigative and discovery costs, court costs, claim or claims for bodily injury or death of persons and for loss of or damage to the property, of every kind and nature, which in any manner directly or indirectly may arise or result from the presence, activities, of the renter, its officers, employees, agents, attractions, contractors, licenses, or invitees in connection with the event and use of the Engineering Extension facilities by the user.

User agrees to maintain a policy of liability insurance providing bodily injury and property damage coverage with limits of liability of \$1,000,000 for each occurrence and \$1,000,000 in the general aggregate. Upon request of event staff members, user shall provide Engineering Extension with a Certificate of Insurance showing that such insurance is in force and effect and that Engineering Extension is to be provided at least ten days written notice prior to the cancellation of such policy.

Engineering Extension Training and Conference Room Reservation Request Form:

Space Requested - Training Room _____ Conference Room_____ Both_____

Date/Time _____

Event Name/Purpose _____

Organization/Department _____

Contact Name _____

Phone _____ Email _____

Address _____

Estimated # of Attendees _____

Desired Room Setup _____

A/V Equipment Needed _____

Kitchen Use Intended _____

Signature _____

Date _____

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