

**KANSAS STATE UNIVERSITY-SALINA**  
**STUDENT LIFE CENTER**  
**FACILITY RESERVATION REQUEST FORM**

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Name of Applicant:

Phone #:

Organization/Group:

Type/Name of Event:

Date(s) Requested:

Duration of Event:

AM/PM TO

AM/PM

Estimated Attendance:

Equipment Requested:

Description of Event:

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**FACILITIES REQUESTED**

**½ Court Rental**

**Thaemert Field Practice**

**Full Court Rental**

**Thaemert Field Game**

**Cessna Lounge**

I have read and understand the Facility Policies and Procedures.

I have read and understand the Student Life Center Policies and Procedures

*I understand that this form is a request for a Student Life Center Facility rental and the completion of the form does not guarantee my rental request. By submitting this form, I acknowledge I have read and understand all policies and procedures and agree to comply with all written and posted policies of the Student Life Center, Kansas State University, and the State of Kansas.*

**Student Life Center Thaemert Field Waiver and Release of Liability**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, hereby acknowledge and agree to the following terms and conditions for the use of the Student Life Center located at 2310 Centennial Rd, Salina KS:

1. **Insurance Coverage:** I certify that \_\_\_\_\_ carries insurance coverage that includes liability protection for all team members participating in activities at the Student Life Center complex. This insurance coverage shall be in effect for the duration of our team's use of the court.
2. **Payment for Use:** Our team agrees to pay a fee of \$25.00/hr per practice or \$50.00/hr per game for the use of the softball field. Payment shall be made promptly at the conclusion of each use, or as otherwise agreed upon with the facility management.
3. **Assumption of Risk:** I understand and acknowledge that the use of the Student Life Center involves inherent risks, including but not limited to the risk of injury from participating in softball activities. I hereby assume all risks associated with the use of the softball field, including but not limited to bodily injury, property damage, or any other harm that may occur during our team's activities.
4. **Waiver and Release:** In consideration of being permitted to use the Student Life Center, I, on behalf of [Team Name], hereby waive, release, and discharge Kansas State Salina, its officers, employees, and representatives from any and all liability for any injuries, damages, or losses that may arise out of or in connection with our team's use of the softball field. This includes, but is not limited to, injuries incurred during practices, games, or any other activities related to our team's presence on the premises.
5. **Indemnification:** I agree to indemnify and hold harmless Kansas State Salina, its officers, agents, employees, and representatives from any and all claims, demands, damages, liabilities, and expenses (including legal fees) arising out of or in connection with our team's use of the basketball court.
6. **Compliance with Rules and Regulations:** I acknowledge that our team will comply with all rules, regulations, and guidelines established by Kansas State Salina for the use of the basketball court.
7. **Binding Agreement:** This waiver and release shall be binding upon me, my successors, representatives, heirs, and assigns.

I have read and understand this waiver and release of liability, and I voluntarily agree to its terms on behalf of

Signed: \_\_\_\_\_  
[Team Representative's Name]

Date: \_\_\_\_\_

Empty rectangular box for additional notes or signatures.

**Student Life Center Court Rental Waiver and Release of Liability**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, hereby acknowledge and agree to the following terms and conditions for the use of the Student Life Center, 2310 Centennial Road, Salina, KS

1. **Insurance Coverage:** I certify that \_\_\_\_\_ carries insurance coverage that includes liability protection for all team members participating in activities at the Student Life Center complex. This insurance coverage shall be in effect for the duration of our team's use of the court.
2. **Payment for Use:** Our team agrees to pay a fee of \$25.00/hr per practice or \$50.00/hr per game for the use of the basketball court. Payment shall be made promptly at the conclusion of each use, as otherwise agreed upon with the facility management.
3. **Assumption of Risk:** I understand and acknowledge that the use of the Student Life Center involves inherent risks, including but not limited to the risk of injury from participating in athletic activities. I hereby assume all risks associated with the use of the court, including but not limited to bodily injury, property damage, or any other harm that may occur during our team's activities.
4. **Waiver and Release:** In consideration of being permitted to use the Student Life Center, I, on behalf of [Team Name], hereby waive, release, and discharge Kansas State Salina, its officers, employees, and representatives from any and all liability for any injuries, damages, or losses that may arise out of or in connection with our team's use of the court. This includes, but is not limited to, injuries incurred during practices, games, or any other activities related to our team's presence on the premises.
5. **Indemnification:** I agree to indemnify and hold harmless Kansas State Salina, its officers, agents, employees, and representatives from any and all claims, demands, damages, liabilities, and expenses (including legal fees) arising out of or in connection with our team's use of the basketball court.
6. **Compliance with Rules and Regulations:** I acknowledge that our team will comply with all rules, regulations, and guidelines established by Kansas State Salina for the use of the basketball court.
7. **Binding Agreement:** This waiver and release shall be binding upon me, my successors, representatives, heirs, and assigns.

I have read and understand this waiver and release of liability, and I voluntarily agree to its terms on behalf of \_\_\_\_\_

Signed: \_\_\_\_\_

[Team Representative's Name]

Date: \_\_\_\_\_

**KANSAS STATE UNIVERSITY-SALINA**  
**STUDENT LIFE CENTER**  
**RENTAL FEES**

Student Life Center/Thaemert Field Facility Rates	
Full Gym Usage	\$50/hr
½ Gym Usage	\$25/hr
Thaemert Field Practice Usage	\$25/hr
Thaemert Field Game Usage	\$50/hr
Cessna Lounge	\$20/hr
Birthday Party Package	\$60/hr
Student Staff Supervision	\$10/hr
Outdoor Field Lights	\$15/hr

<b>OFFICE USE ONLY:</b>			
Facility Rate:	x	=	
Additional Fee:		=	Balance Received:
Total Fees:			Paid:                      Date:

**PLEASE SAVE AND EMAIL THIS FORM AND YOUR  
SIGNED CONTRACT TO [lrshupe@ksu.edu](mailto:lrshupe@ksu.edu)**

**KANSAS STATE UNIVERSITY-SALINA**  
**STUDENT LIFE CENTER**  
**FACILITY POLICIES AND PROCEDURES**

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1. All groups sponsoring any activity in the Student Life Center facilities must comply with all Student Life Center policies, Kansas State University policies and regulations, as well as with any applicable federal, state, and local laws.
3. Reservations will be considered if they do not interfere with established Student Life Center programs, and we are low on use times (Student Life Center has the right to deny any request).
5. Facilities must be used for the purpose specified on the Facility Reservation Request Form. Recreational Services reserves the right to cancel any reservation should it be deemed necessary or unsafe. Additional groups that are not specified on the Facility Reservation Request Form are prohibited.
6. Facility staff have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. Failure to abide by the policies and regulations established by the Student Life Center may result in the loss of the facility reservation and/or program privileges.
7. If the group fails to show up within thirty (30) minutes of their reservation time, the reservation becomes canceled.
8. The individual whose name appears on the Facility Reservation Request Form will be responsible for any additional or unusual expenses incurred by Kansas State University or the Student Life Center resulting from the activity as well as the behavior of all participants.
  - a. Non-university organizations must have proof of liability insurance listing Kansas State University and Kansas Board of Regents as additionally insured, with the minimum limits of \$1,000,000 personal injury coverage per person and \$50,000 personal property coverage per occurrence.
10. Facilities, fields, parking lots, etc., are to be left in the same or better condition than found. Charges will be assessed as necessary for clean-up, damage or loss of equipment.
11. Organizations and groups must be approved prior to holding an event within the Student Life Center facilities intended to make a profit for them.
12. Groups under the age of 18 must have a minimum of one adult per area being rented when indoors and outdoors facility areas. Anyone under the age of 14 must be supervised at all times, and cannot use the weightlifting and cardio areas unless approved.
14. The Student Life Center is not responsible for any lost or stolen items. All lost and found items may be claimed at the Front Service Desk. Lost items are kept at the Recreational Complex for thirty (30) days before being donated. Information regarding potential missing items will not be given over the phone.