

FACILITY RENTAL AND RESERVATION POLICIES AND PROCEDURES

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.