

ASTRA SCHEDULE

TRAINING GUIDE

KANSAS WESLEYAN UNIVERSITY

2021



**KANSAS
WESLEYAN**
UNIVERSITY



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REVISED JULY 2021

INTRODUCTION

Welcome to Astra Schedule! This scheduling system allows the user to view and reserve space in all on-campus and off-campus facilities for the Kansas Wesleyan campus.

Our Campus Calendar will be available on this system for both internal and external users, so every person on campus will input practices, rehearsals, meetings, events or any other events where space is utilized on campus or in a KWU operated off-campus facility. It is in real time, so you must use it in order for it to provide a real-time experience.

▶ **VIEW EVERYTHING THAT IS HAPPENING ON CAMPUS BY THE HOUR, DAY OR MONTH**

▶ **VIEW BY GRID OR CALENDAR**

▶ **QUICKLY FIND A STUDENT OR PROFESSOR AT ANY TIME**

▶ **EASILY VIEW SPACE THAT IS AVAILABLE WHENEVER YOU NEED IT**

General User

General users include all faculty, staff and students. As a General User, you will be able to:

- ▶ View academic and non-academic events in real time (practices, rehearsals, performances, meetings)
- ▶ View available classrooms, meeting space and competition/performance venues
- ▶ Submit requests for the use of the spaces above

System Administrators

There are a handful of designated System Administrators on campus who will be able to do all of the above tasks in addition to:

- ▶ Submit requests and receive automatic approval without approval from the Facilities Scheduler (Misty Affholder) except when requesting space in areas that require additional approvers (Sams Chapel, Fitzpatrick Auditorium, Mabee Arena, Muir Gymnasium and the Hazen Center for Teaching Excellence).

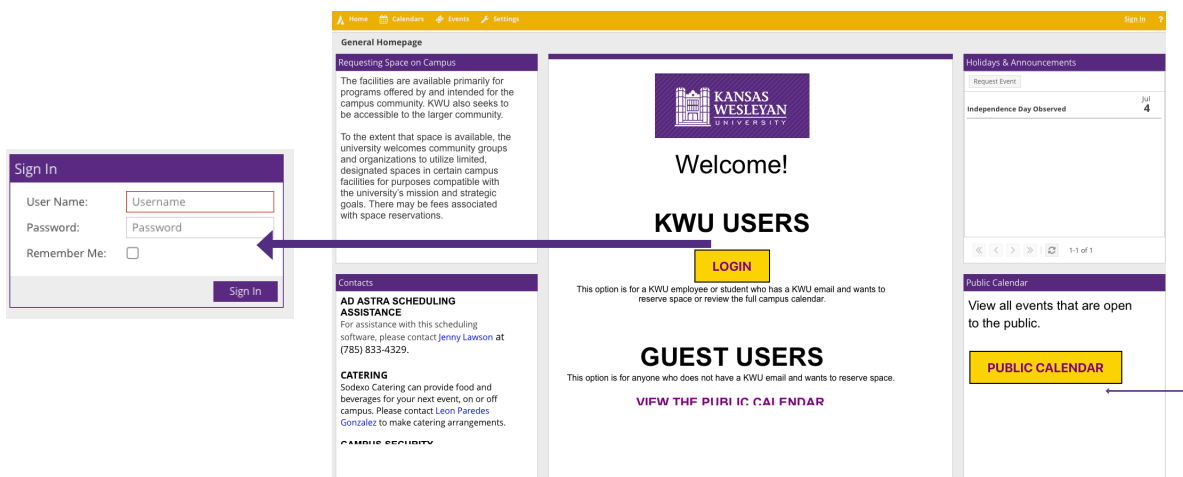
NOTE▶ If you have any questions regarding the scheduling system, please contact Misty Affholder at misty.affholder@kwu.edu or (785) 833-4322.

Misty Affholder
Jan Shirk

ACCESSING AD ASTRA

The link to our Ad Astra software can be found on the KWU website:
KWU.edu/reservations

You may also follow the link:
<https://www.aaiscloud.com/KSWesleyanU/default.aspx?home>



► **NOTE**
If you want a quick glance at a public event, you can click on this public calendar. For example, if a guest comes into your office wondering where the Smoky Hill Audubon Society meeting is being held, you can click on this button and view the public calendar to find a quick answer.

LANDING PAGE

This is for all KWU employees and guests who want to view the campus calendar and schedule space on campus.

KWU USERS: Any employee, student, faculty, staff who has a KWU email account. Once you log in, you will be taken to a KWU Astra Landing Page where you will have access to the internal calendar.

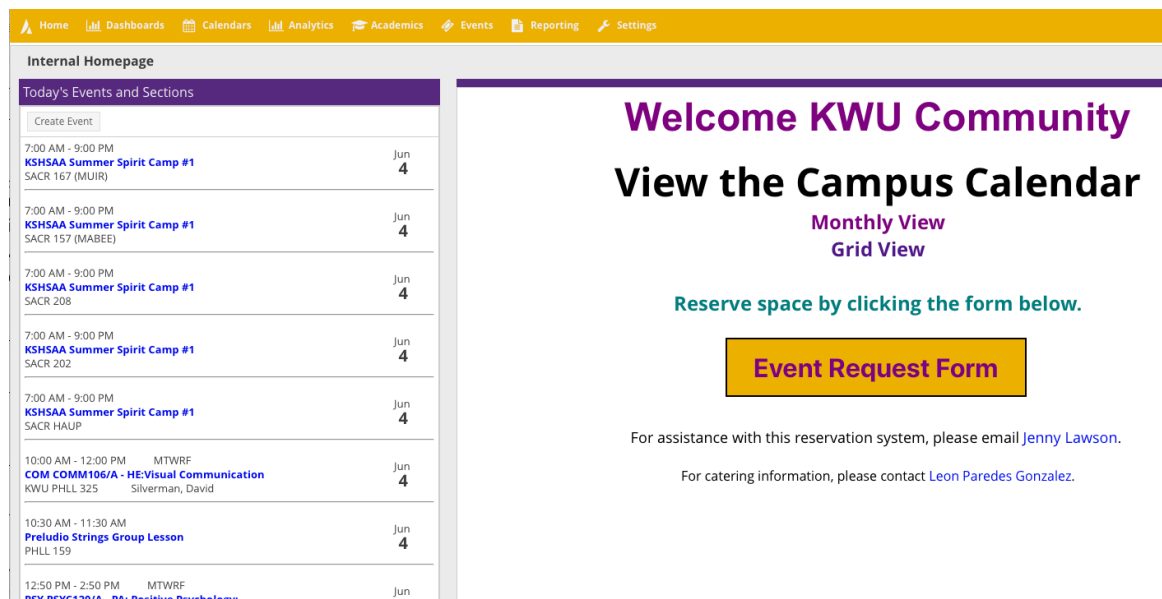
Enter your KWU email address (firstname.lastname **do not include @kwu.edu**) and your email password. If you change your KWU email password, it will automatically change on Ad Astra. You can only change your KWU email password through KWU. If you click “Remember Me,” you will only type your password the first time you use the system.

GUESTS: Anyone who does not have a KWU email. They can view the Public Calendar (any event that is open to the public or events that the event requester has allowed the public to view). Guests will not be able to see classrooms/courses, practices, rehearsals or events that are marked for KWU user viewing only.

INTERNAL HOME PAGE

KWU employees only:

- View today's events on the left panel, which includes all internal and public events and classes.
- Request rooms/space by clicking on the gold button "Event Request Form"
- View the Calendar (will include all internal and public events and classes) in either Monthly View or Grid View



The screenshot shows the 'Internal Homepage' interface. At the top is a navigation bar with links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. Below the navigation bar, the page is titled 'Internal Homepage' and features a section for 'Today's Events and Sections'. This section contains a 'Create Event' button and a list of events for June 4th. The events listed are:

Time	Event Name	Location	Day
7:00 AM - 9:00 PM	KSHSAA Summer Spirit Camp #1	SACR 167 (MUJR)	Jun 4
7:00 AM - 9:00 PM	KSHSAA Summer Spirit Camp #1	SACR 157 (MABEE)	Jun 4
7:00 AM - 9:00 PM	KSHSAA Summer Spirit Camp #1	SACR 208	Jun 4
7:00 AM - 9:00 PM	KSHSAA Summer Spirit Camp #1	SACR 202	Jun 4
7:00 AM - 9:00 PM	KSHSAA Summer Spirit Camp #1	SACR HAUP	Jun 4
10:00 AM - 12:00 PM	COM COMM106/A - HE:Visual Communication	KWU PHLL 325 Silverman, David	Jun 4
10:30 AM - 11:30 AM	Preludio Strings Group Lesson	PHLL 159	Jun 4
12:50 PM - 2:50 PM	PCV PCV120/A - PA: Pacifica Psychology		Jun 4

To the right of the event list is a large welcome message: 'Welcome KWU Community View the Campus Calendar'. Below this message are links for 'Monthly View' and 'Grid View'. A teal text prompt says 'Reserve space by clicking the form below.' Below this is a prominent gold button labeled 'Event Request Form'. At the bottom of the page, there are two lines of assistance text: 'For assistance with this reservation system, please email [Jenny Lawson](#).' and 'For catering information, please contact [Leon Paredes Gonzalez](#).'

CALENDARS

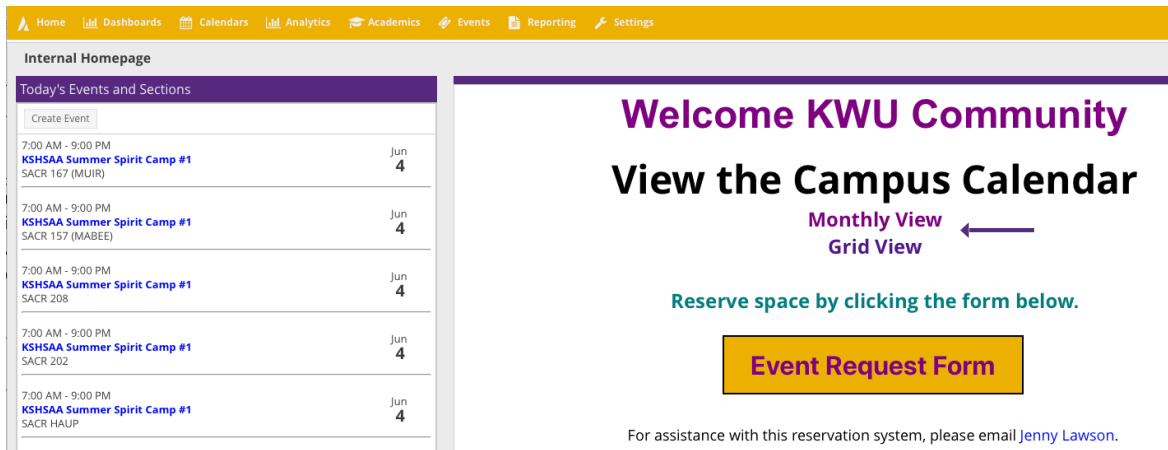
You can access the Master Events Calendar by:

1. Clicking the link to view the Master Calendar in a traditional calendar monthly view
2. Clicking the link to view the calendar in a Scheduling Grid view by hour
3. Clicking on the Calendars tab at the top of the page

Monthly View: View everything outside of academics (Default: All events)

Grid View: View of campus space at any given time (Default: All courses & events)

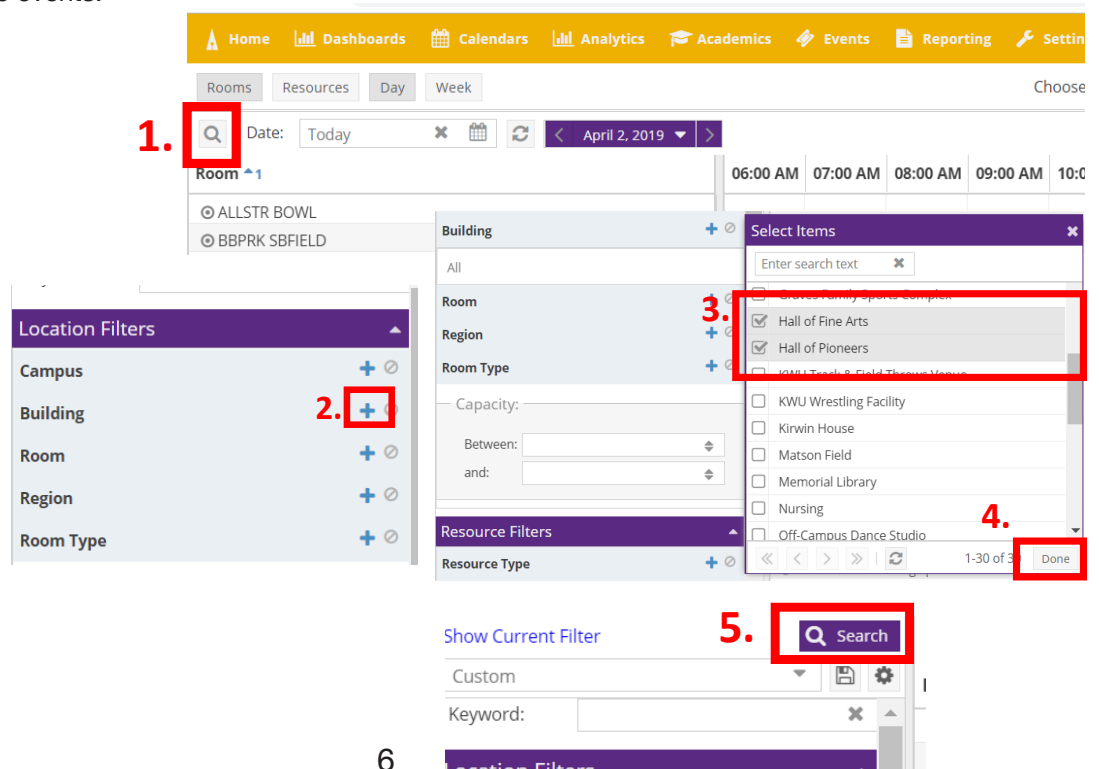
NOTE ► ALL USERS MUST INPUT ALL EVENTS, REHEARSALS, SPACE USAGE INTO THIS SYSTEM SO IT CAN FUNCTION AS A REAL-TIME SYSTEM.



FILTERING CALENDARS

An advantage of this software is the ability to filter calendars so you can customize your view to what is beneficial for you. For example, you can sort by only Athletics or Fine Arts events; you can view only events in Fitzpatrick Auditorium; you can view all public events.

NOTE ► You can use the custom feature to save a filter that you always use. Once you have selected your filters, click on Custom, then on the floppy disk to name the filter and set it as your default or just save it as an option.



SCHEDULING SPACE

NOTE ▶ We must be good stewards of our resources.

Be conscious of moving students out of academic space.

Be aware of the time it takes to setup and tear down and move furniture.

Always check the calendar before you submit a request, and NEVER promise space or print materials for an event until you have submitted the request AND it has been approved.

Don't book events on same day as other events (we shoot ourselves in the foot trying to vie for students' time – neither event will be successful if they have to choose which one to attend).

RESOURCES

Need resources such as tables, chairs, podiums, microphones, catering? Click on the resources tab. These resources are showing in real time. If you book a space that requires 10 tables, and another person has reserved 25 tables, and we only have 30, you will only be able to reserve 5 tables.

General Users can request space by clicking on the gold "Event Request Form" button on the homepage. It will take you to a form that has nine simple required fields. From there, 1. click on "Add Meeting." Complete the start and end times and meeting name. Click Add Meeting when you are finished with this box.

PLEASE SELECT AMPLE TIME FOR SETUP AND TEAR DOWN. If you are requesting an event that has multiple tables and chairs or reconfiguration of existing furniture, please allow 4-5 hour of set up and 2-3 hours of tear down for your event. Also, if you have a meeting that typically runs more than the hour for which it is scheduled, please book the space for 15 minutes past the hour. If you have catering at your event, please allow 45 minutes for set-up and 45 minutes for tear down.

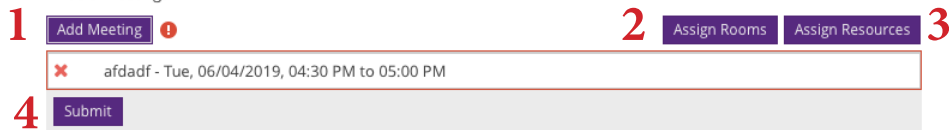
STEP 1: "Add Meeting" to select your date and time and to view what rooms are available.

STEP 2: "Request Rooms" to view available rooms.

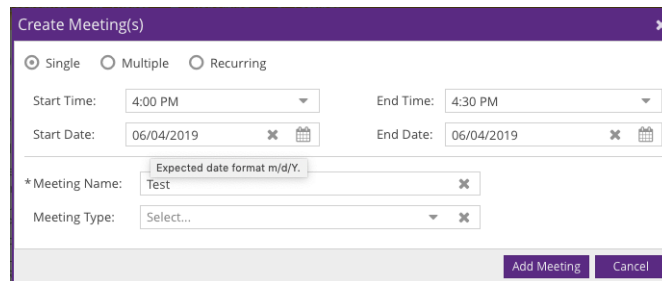
STEP 3: "Request Resources" if you need additional items such as tables, chairs, microphones.

STEP 4: Click "Submit" You will receive an email confirming your submission. If you do not, contact Jenny Lawson.

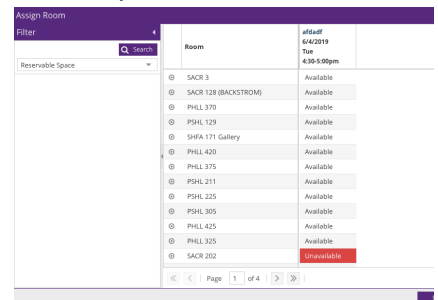
* Add a Meeting:



1A

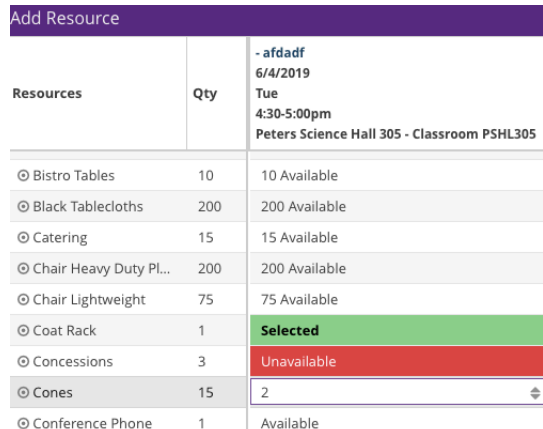


2A Available rooms will show based on your estimated attendance.



Room	Availability
SACR 3	Available
SACR 128 (BACKSTROM)	Available
PHLL 370	Available
PSHL 129	Available
SHPL 179 Gallery	Available
PHLL 420	Available
PHLL 375	Available
PSHL 211	Available
PSHL 225	Available
PSHL 305	Available
PHLL 425	Available
PHLL 325	Available
SACR 202	Unavailable

3A



Resources	Qty	Availability
- afdadf 6/4/2019 Tue 4:30-5:00pm Peters Science Hall 305 - Classroom PSHL305		
Bistro Tables	10	10 Available
Black Tablecloths	200	200 Available
Catering	15	15 Available
Chair Heavy Duty Pl...	200	200 Available
Chair Lightweight	75	75 Available
Coat Rack	1	Selected
Concessions	3	Unavailable
Cones	15	2
Conference Phone	1	Available

The policies for renting space are in this section. You should read them at least once so you are familiar with these policies. You must check that you have read them each time you reserve to accept all responsibility that goes along with reserving space on campus.

NOTE ▶ All KWU employees must use the Ad Astra Scheduling System for all campus space requests. It is not optional. All practices and rehearsals, games and performances, meetings and events must be entered into the system.

GENERAL GUIDELINES FOR SPACE RESERVATIONS AND USAGE

Please read and be aware of the KWU Rental Facilities Usage Policies (2019) at www.kwu.edu/reservations.

1. Review the campus calendar BEFORE booking your event. If you see that another major event is booked on the same day, it is unlikely that we have the human resources to set up for two major events. Talk this through with the Facilities Scheduler before you commit to any dates.
2. YOU MAY NOT tell an off-campus group that KWU can host an event without first putting the event in the Astra Scheduling system AND getting an approval from the Facilities Scheduler/and any other approver group for the space you are requesting.
3. There are charges involved in off-campus groups using our facilities. It is not FREE to use our facilities. We do have university-affiliated partners for whom we waive some fees. Guests can log in to the system and complete the forms, read the policies and complete the Facilities Usage Agreement. You may direct any questions about use of campus facilities by off-campus groups the Facilities Scheduler.
4. Note that while you are an internal KWU user of our space, you have responsibilities that go along with using our campus facilities, and your office can be charged cleaning, AV tech or damaged property fees if applicable.
5. The use of Sams Chapel, Fitzpatrick Auditorium, Mabee Arena, Muir Gymnasium, the Graves Family Sports Complex, The Hazen Center for Teaching Excellence are spaces which require prior approval.
6. You should not move a class or an event without first checking in Astra Schedule to see if the space you want to move to is available, and then booking that space in the system. All academic changes need to also be sent to the Registrar.
7. It is your responsibility to clean up pizza boxes and waste from food brought in from outside the university. Trash should be taken to the dumpsters on the northeast side of the Student Activities Center.

Event Types

Fine Arts - Internal (rehearsals, public not invited)

Fine Arts - Public (public is invited)

KWU Meeting - Internal meeting

KWU Signature Event - Commencement, HCFW

Student Development - All student events generated by Student Development

Academic - Anything course related such as a class, a class speaker presentation
 Advancement - Fundraising event, lab opening

Athletics - Internal: Practices, SAAC meeting, events that the public is not invited to attend

Athletics - Public: Competitions

Community/Public - Event for which the public is invited

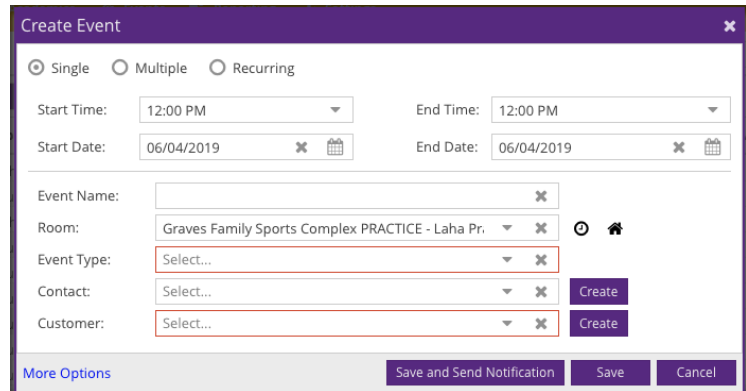
Fine Arts Internal - Practices and rehearsals for which the public is not invited

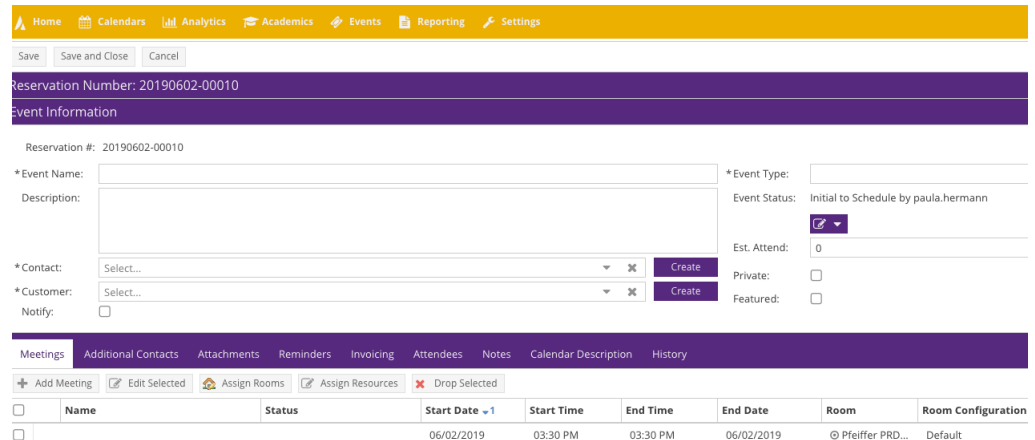
Fine Arts Public - Events for which the public is invited (or school groups, debate camps)

SCHEDULING GRID

The grid is the place you want to go to view everything happening on campus at any given time of the day. All academic sections, events, rehearsals, practices, meetings, etc., will be on this grid. If you hover over the event, it will give you more details about the event. You may also filter this grid to only show you what you want to see (use the filter on the top left purple bar)

If you have permissions to schedule an event from the scheduling grid, you will go to the grid, find the date and room/space. Click on the grid time you want to reserve. If it is blank, it is unoccupied and reservable. Double-click on the block to get the pop-up window "Create Event." Complete the information. You will then click MORE OPTIONS on the bottom left corner of the pop-up window to assign rooms and add resources.





Name	Status	Start Date	Start Time	End Time	End Date	Room	Room Configuration
		06/02/2019	03:30 PM	03:30 PM	06/02/2019	© Pfeiffer PRD...	Default

REPORTS

You may generate reports under the “Reporting” tab on the gold menu bar. There are specific reports for KWU, labeled: KWU Custom Reports

Report List		
+ Add a Report		
Report Name	Description	Report Group ^1
+ Course Offering Analysis (13 Items)		
+ Dashboard Reports (8 Items)		
+ Events Lists (28 Items)		
+ Instructor Optimization Reports (9 Items)		
+ KWU Custom Reports (8 Items)		
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Today's Daily Room Grid		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Events for the Next 30 Days in Mabee, M...		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> This Week's Activities		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> This Week's Activities by Date and Time w...		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Activities for Next 30 Days by Date and Ti...		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Next Two Week's of Activities by Date an...		KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Scheduled Events for the Next 30 Days w...	Scheduled Events for the Next 30 Days with Catering	KWU Custom Repor...
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Scheduled Events for the Next 30 Days in...		KWU Custom Repor...
+ Platinum Analytics Reports (6 Items)		
+ Room Optimization Reports (4 Items)		
+ Rooms and Resources Lists (9 Items)		
+ Section Lists (12 Items)		
+ Sections and Events Lists (9 Items)		
+ System Admin Reports (11 Items)		
+ Utilization Reports (22 Items)		

If you would like to receive a report on a regular basis via email (daily, weekly, monthly, bi-monthly, etc.), you may set up a subscription for that report. REPORTS>REPORTS & SUBSCRIPITONS

If there is a report you'd like to receive that is not already created, please connect with the Facilities Scheduler.

APPROVER GROUPS

If you are assigned as an Approver on a specific space on campus (ie. Sams Chapel, Mabee Arena, Fitzpatrick Auditorium, The Hazen Center), the event request will first go to the Facilities Scheduler for approval of the event. Then, you will receive a notification in Astra Schedule in your Notifications tab that someone is requesting to use the space you are assigned to approve. You can set up an email subscription to notify you daily if there are notifications in Astra Schedule waiting for your approval.

You will select the event, view the event details if necessary, and then approve the event. Once approved, the requester will be notified that his/her event request has been approved.

It is critical that you approve these within 48 hours!

If you have questions, please contact the Facilities Scheduler.

KANSAS WESLEYAN UNIVERSITY
Facility Usage Policies
Rev. 5/30/2019 – PLH, LPH, IDC Approved

I. PURPOSE

The facilities at Kansas Wesleyan University exist to support the educational mission and strategic goals of the university. The facilities are available primarily for programs offered by and intended for the campus community. KWU also seeks to be accessible to the larger community. To the extent that space is available, the university welcomes community groups and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals.

The purpose of this policy is to set priorities for facilities usage, define scheduling procedures, and establish charges associated with event management and facility usage. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.

Permission to use a facility does not imply endorsement, sponsorship or support by the university of the views, opinions or programs of the users or speakers. KWU seeks to host events that affirm the values of the university.

II. DEFINITIONS

- A. **Facilities:** all buildings, indoor and outdoor space and parking lots, on campus or off-campus, owned or managed by Kansas Wesleyan University.
- B. **Campus Groups:** administrative or academic units within the university, staffed by full or part-time employees acting within the scope of their employment, or student groups recognized by and registered with the Student Development office (hereinafter "Student Groups"). Also included are the intercollegiate athletic department and teams, university committees, task forces, governance bodies, and councils.

Examples of Campus Groups include Student Nursing Organization, Alpha Chi, Student Government Association, Choir, Debate and Forensics Team.

- C. **University Events:** events which carry out the instructional, research and public service mission and strategic goals of the university. University Events also include other programs that are regular and normal functions of a KWU department or Student Group.

Examples of University Events include Intersections Programs, KWU Music Concert, KWU Theatre Performance, Hoops for Heart, Blood Drives, athletic competitions.

- D. **University-Associated Entity or Sponsored Groups:**
Generally defined as not-for-profit organizations established and approved as having an affiliation with KWU or entities sponsored by a university division, office, department or registered student group, hosting a University Event.

Examples of Associated Entities include Audubon Society Meeting, Sky Watch Program, St. Mary's Elementary School Program, Leadership Salina Luncheon, United Methodist Church Conference, USD305 Principals/Teachers, Psychology/Teacher/Nursing Association Meetings, Salina Youth Symphony, debate and forensics tournament

- E. **Off-Campus Groups [hereinafter OCG]:** all other categories of prospective users hosting Non-University Events, even though some of the members or participants may be university personnel, alumni, or students. OCG may be an individual, not-for-profit or for-profit organization.

Examples of OCG or OCG events include Girl Scouts, United Way, Relay for Life, Ambucs, Fe for a Cure Race, Salina Chamber of Commerce Candidate's Forum, weddings, Salina Journal Christmas party, Salina South/Central After-Prom, Tim Tebow Night to Shine

III. SCOPE

This policy applies to all University Groups, University-Associated Entity or Sponsored Groups, and Non-University Groups using university facilities or grounds.

IV. REQUIREMENTS FOR SPACE SCHEDULING

- A. All groups must complete a scheduling request form online at www.kwu.edu/reservations.
- B. Fees for hosting events on campus include room rental charges, hospitality fee, technical services fee in Sams Chapel and Fitzpatrick Auditorium, and cleaning fees as applicable (see the fee schedule on page 6).
- C. Depending on the nature of the event or activity, the Director of Special Events will be involved in the decision of granting space to the requesting organization.
- D. Where requests are received at the same time, from different groups, priority in reserving facilities is generally considered as follows: first priority is to Campus Groups; second priority is to University-Associated Entity or Sponsored Groups; last priority is to OCG Groups.
- E. University faculty and staff who wish to assist Groups with facilities requests should notify and work with the Facilities Coordinator before confirming space availability with the Group. Using KWU employee privileges on behalf of Off-Campus Groups is not permitted (i.e. Using a classroom for a 4-H Club meeting in which an employee's child is a member without formally submitting the request through the Facilities Coordinator).
- F. Evidence of Insurance
Off-Campus Groups, and in some circumstances, University-Associated Entity or Sponsored Groups, must provide evidence of insurance at least three weeks prior to the event, or the event will be considered canceled. The following are required:
 - 1. Commercial General Liability (CGL) insurance or OCG, University-Associated Entity or Sponsored Group's Liability Insurance naming Kansas Wesleyan University as an additional insured in an amount of not less than \$1 million per occurrence. If the use of facilities includes physical activities, such as sports camps, the CGL limit shall be \$2 million per occurrence with no athletics activities exclusion.
 - 2. Any OCG, University-Associated Entity or Sponsored Groups with minors on campus shall provide evidence of Sexual Misconduct/Abuse Liability insurance of an amount of not less than \$1 million per occurrence. Coverage endorsed onto the General Liability policy is acceptable.
 - 3. Any Off-Campus Group, University-Associated Entity or Sponsored Group that brings employees or volunteers to campus to work the event (ie. YMCA sponsored Tumble in the Jungle), must provide evidence of statutory Workers Compensation insurance and \$100,000 of Employers Liability Insurance.
 - 4. Any OCG, University-Associated Entity or Sponsored Group providing athletic trainers on campus shall provide evidence of Medical Professional Liability insurance of an amount of not less than \$2 million per occurrence/ \$2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable.

- a. Off-Campus Groups, University-Associated Entities or Sponsored Groups are required to provide \$1 million insurance rider if they are not a school district or university and meet one of the following criteria:
 - The event has more than 25 attendees
 - The event attendees include minors under 18 years of age
 - The event will involve physical activity
 - The event includes a catered meal on campus provided by Sodexo
 - They have more than three (3) workers or volunteers from their organization present

- b. Exemptions
KWU reserves the right to provide exceptions to this requirement under specific circumstances. Organizations requesting an exception to this requirement must submit their request in writing using the form attached hereto (see EXCEPTION REQUEST, page 16), and only upon approval of such request by the Facilities Scheduling Coordinator will the organization be exempt.

- G. As a general rule, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, the university reserves the right, at its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or to maintain venue-specific needs or due to safety and/or security reasons.

- H. Dates on which significant University Events are scheduled will be unavailable for OCG, University-Associated Entities or Sponsored Groups. Such dates may include, but are not limited to, Move-in days, the first day of classes, convocation, Admission visitation days, final examinations, and Commencement week (Tuesday through Sunday). In addition, reservation requests for days in which the university is closed in observance of holidays or for university academic breaks (fall break, Thanksgiving break, Christmas break and spring break), will not be granted for OCG, University Entities or Sponsored Groups and may be limited for Campus Groups. If an exception is made, a holiday premium charge may apply. These dates are posted on the university calendar for each term and are available on the university website.

- I. Outdoor events with amplification must comply with the local sound ordinance and university policy.

- J. Generally, programs being held for fundraising purposes are prohibited. The intent of the policy is to shield university faculty, staff, alumni and students from being solicited by OCG.

- K. Facility use may be denied based on security issues.

V. GUIDELINES FOR RESERVING ROOMS

Scheduling of university facilities is provided on a first-come, first-served basis. University Events have first priority, co-sponsored activities second priority, and non-campus activities third priority. Scheduling of OCG activities is limited to six months in advance. Advance scheduling will be tentative until after the academic calendar has been confirmed each year.

How to make a reservation:

1. Reservations for the use of university facilities are made online by completing a Facilities Usage Request Form through Astra Scheduler at www.kwu.edu/reservations. If you have further questions, you may call the Facility Scheduling Coordinator, from 8 a.m. to 5 p.m., Monday through Friday, at 785-833-4322.

The following information will be necessary in order to schedule an activity or event in campus facilities:

- Type of event
- Activities/Purpose of meeting or event
- Sponsoring organization (KWU office/department, staff or faculty member)
- Number of persons (adult and minors) expected to attend the meeting or event

- Date, time and number of hours requested
 - Room (s) requested
 - Physical arrangements: arrangement of chairs and tables, microphones (number and locations) podiums, projection screen, extension cords, lighting, whether registration facilities will be needed, or any other physical arrangement not listed.
 - Food requests (approved by Food Service Manager)
 - Name, address, telephone number of the contact person who will be on campus during the event
 - Billing information
2. The Facilities Scheduling Coordinator will verify that the room(s) requested are available and that the online form has been properly completed.
 3. The Facilities Scheduling Coordinator will forward copies of the form to the appropriate offices for approval. Any single event that will bring more than 50 visitors to campus must be approved by the Senior Director of Strategic Communications and Engagement and the Director of Plant Operations.
 4. Once the internal approvals have been obtained, the Facilities Scheduling Coordinator will send the Facilities and Services Agreement to the event organizer via email. The form must be returned to the business office within seven (7) days; all insurance forms (if applicable) and fees are due within three (3) weeks of the event. NOTE: THE RESERVATION IS NOT CONSIDERED CONFIRMED UNTIL THE PERSON REQUESTING THE SPACE HAS RECEIVED AN EMAIL CONFIRMATION FROM THE FACILITIES SCHEDULING COORDINATOR.
 5. If food service is required, contact Sodexo Food Service (Sodexo.catering@kwu.edu) at least three (3) weeks in advance of the event. Food provided by any caterer or vendor other than Sodexo must first be approved by Facilities Scheduling Coordinator.
 6. All cancellations or changes are to be reported to the Facilities Scheduling Coordinator to allow for rescheduling. Please notify the Facilities Scheduling Coordinator about cancellations as far in advance of the scheduled time as possible. No fees will be returned if an event is canceled less than seven (7) business days prior to the scheduled date.

VI. REGULATIONS GOVERNING FACILITY USAGE

- A. Smoking or use of smokeless tobacco is prohibited on the campus.
- B. No alcoholic beverages are permitted on the campus.
- C. No tape or tacks are to be used to affix materials to walls, glass, furnishings or draperies. DO NOT POST SIGNS ON GLASS OR WALLS. DO NOT USE PERMANENT MARKER ON WHITE BOARDS.
- D. Area will be reasonably cleaned upon usage. Refuge and trash are to be discarded into proper receptacles by supervising party immediately after the event. Large amounts of debris must be disposed of by the scheduling party in the dumpsters on the north side of the Student Activities Center parking lot.
- E. Special equipment not belonging to the university must be removed at the conclusion of the event. The university reserves the right to move and discard materials left in campus buildings.
- F. Neither signs nor posters publicizing events may be placed on university property without prior permission of the Student Development Office (lower level of Pioneer Hall).
- G. The use of glitter, rice or confetti is not allowed inside the building or on the campus grounds.
- H. Computers, televisions and other equipment within the facility may not be used unless requested and approved on the reservation form.
- I. All additional fees will be invoiced within a week of the event with terms net/30.

VII. CHAPERONES FOR OCGS WITH MINORS

Elementary, middle and senior high school groups (with students under 18 years old) must bring a minimum of one adult chaperone (at least 21 years old) per eight (8) students and are responsible for:

1. Controlling noise levels in buildings (students are in class and staff are working)
2. Ensuring property is being respected (your group is liable for any damages to campus facilities)
3. Keeping the campus clean (including restrooms)

If any of the above are not carried out, your group will be charged accordingly and may not be permitted to use the campus facilities in the future. See the Facilities and Services Agreement for required forms for minors on campus.

VIII. PRIORITIES

A. Academic Space Scheduling

1. The scheduling of academic classes has the highest priority. Other use of university facilities must not interfere with these activities.
 2. Priority categories other than classes for Academic Space:
 1. First Priority – University Events and University-Affiliated Events: academic meetings, departmental and related committee meetings
 2. Second Priority – Student group events
 3. Third Priority – University Events and University-Affiliated Events
 4. Fourth Priority – OCG Events
 3. Weekend events may be scheduled in academic space beyond the current semester if it can be verified that the requested space will not be needed for academic purposes. If there is a possibility that the space will be needed for academic programs, the request will not be confirmed until classes are loaded for the semester in question.
 4. Limited designated spaces are available for use by Off-Campus Groups, University-Associated Entity or Sponsored Groups including: Brown Mezzanine, Hauptli Student Center, Backstrom Conference Room, Stanton Conference Room, Stewart Dining Hall, Muir Gymnasium, Mabee Arena, Graves Family Sports Complex, Fitzpatrick Auditorium, Sams Chapel and specific classrooms, based on availability. These are the only academic spaces available for use by OCG, University-Associated Entity or Sponsored Groups. Fees may apply according to the group's classification and type of event.
- ### **B. Athletic Facilities Space Scheduling**
- The scheduling of team competition, practice and activities are the highest priority for athletic facilities. Other use of athletic facilities must not interfere with these activities.

IV. PARKING

Guests can park in any non-restricted space in KWU parking lot, street parking or the east side of University United Methodist Church (except for Wednesday evenings, Saturday mornings, and Sunday mornings before noon). Bus and large van parking are available on the east side of the Student Activities Center parking lot or alongside the north end of the Graves Family Sports Complex. Do not park large vans in the parking lots off of Cloud Street. Any vehicle parking in designated RESERVED parking spots or bus lanes will be subject to towing at the owner's expense. Buses may drop off and pick up students in the Student Activities Center lot. The campus map is available at www.kwu.edu/map.

X. FOOD ON CAMPUS

Food Service Scheduling & Provision of Food Service in Reserved Spaces

All food services must either be provided by the university contracted food service provider or by a licensed food service provider (approval is required by the facilities scheduling coordinator). If you need catering assistance, please contact our Sodexo team at least three weeks prior to your event at Sodexo.catering@kwu.edu or 785-833-4432.

1. Outside food (such as pizza) is permitted; however, the requesting organization must dispose of all boxes in the dumpsters on the north side of the Student Activities Center parking lot on Claflin Ave. If they are left in the building, a cleaning fee may be charged.
2. All groups are responsible for cleaning up the space used. A clean-up fee of \$100 or more will be assessed if this is not properly accomplished. This charge applies to all university, student and OCG groups.
3. Staff pot-lucks are permitted; however, food made by individuals without a food license should not be served on campus to campus visitors. Clean-up fees may apply.
4. Alcohol is prohibited on campus.
5. No food or drink permitted in Sams Chapel or Fitzpatrick Auditorium.

XI. WEDDINGS

In general, Kansas Wesleyan does not allow weddings on campus. Exceptions may be made for employees, alumni and board of trustees; however, this is at the discretion of the university administration and is not guaranteed. If exceptions are made, weddings can only be scheduled from May 30 through July 30. Fees will apply. Contact the Facilities Scheduling Coordinator for more information.

XII. RENTAL FEE SCHEDULE

Room and equipment rental and hospitality fees are charged to OCG, University-Associated Entity or Sponsored Groups based on a variety of factors including event date and time, number of attendees, room(s) requested and scope of the event.

Hospitality Charges

This fee covers facilities/housekeeping staff, toiletries, utilities, set-up, tear-down and other expenses associated with hosting events on campus. These fees are charged based on the number of attendees.

<u>Number of attendees</u>	<u>For-Profit</u>	<u>Non-Profit</u>
Less than 100	\$100	\$50
100-200	\$250	\$100
200-300	\$300	\$125
300-400	\$350	\$150
500+	\$400	\$175

Host	Tech Fee for Sams & Fitzpatrick	Facilities Agreement	Insurance Rider	Liabile for Damages	Additional Cleaning Charges could apply	Room or Hospitality Charges
Campus Group	No	Yes	No	Yes	Yes	No
University Associated Entity	Yes	Yes	Possibly+	Yes	Yes	Possibly*
Off-Campus Group	Yes	Yes	Yes	Yes	Yes	Yes

+see Insurance

*It is at the discretion of the university, based on the scope and date of the event, the size of the group, setup/tear down needs, resources, and resources required whether room charges or a hospitality fee will be applied.

Graves Family Sports Complex

Students and community members are welcome to use the track when teams are not practicing on the track or the field. The track is closed to the public during team practice. It opens at 6 a.m. daily for recreational use by students, faculty, staff and community members, and it closes at dusk. The track will not be open when it is snow covered or the forecast calls for accumulation of snow. The gate in the northwest corner of the facility is open for public entrance.

- Both fields and the stadium (bleachers, plaza) are not available at any time for community use.
- Pets, strollers, roller blades, bicycles, food and sunflower seeds are prohibited at all times in the sports complex.
- Requests for authorized use of the facility should be directed to the Athletics Office (785-833-4400).

Graves Complex		<u>No Fans</u>	<u>With Fans</u>	<u>Internal Camps</u>
One game	3 hours	\$200	\$600	
Half day	Up to 5 hours	\$300	\$800	\$100
Full Day		\$500	\$1,000	\$200

Mabee Arena and Muir Gymnasium

University athletic teams have first priority for scheduling these two gymnasiums; university and student groups have second priority; and outside organizations have third priority.

Requests for authorized use of the gymnasiums should be directed to the Athletics Office (785-833-4400).

Mabee Arena		<u>No Fans</u>	<u>With Fans</u>	<u>Internal Camps</u>
One game	2 hours	\$200	\$500	
Half day	Up to 5 hours	\$300	\$600	\$100
Full Day		\$500	\$1,000	\$200

Muir Gym		<u>No Fans</u>	<u>With Fans</u>	<u>Internal Camps</u>
One game	2 hours	\$100	\$150	
Half day	Up to 5 hours	\$200	\$300	\$100
Full day		\$400	\$500	\$200

Additional Charges for Athletics Facilities:

Security	\$25/hour (min. 4 hours)		
	250-500 fans	1 officer	\$100
	500 plus	2 officers	\$200

Additional Cleaning	500-1,000 fans	\$50
	1,000 plus	\$100

On-Site Supervisor Required for 500 fans or more @ \$25 per hour

Outdoor Living Space

The outdoor living space, located on the southwest plaza, is available to university and student groups only. There will be a \$100 cleaning fee if the organization does not leave the space in the same condition in which it was found. If used for a special event, the space must be reserved through the Facility Scheduling Coordinator.

Sand Volleyball Courts

The sand volleyball court is available to university and student groups only. It is not open to the public. No pets are allowed on the court. The space is open to student and university groups; however, it can be reserved in advance through the Facility Reservation Coordinator and those with reservations will get top priority for usage.

Building hours:

Student Activities Center | M-F 6A-11P; Sat 9A-10P; Sun Noon-10P
 Memorial Library | M-F 8A-11P; F 8A-5P; Sat 1P-5P; Sun 2P-11P
 Peters Science Hall | M-F 7A-10P
 Pioneer Hall | M-F 7A-10P
 Sams Hall of Fine Arts | M-F 7A-11:30P | The Gallery | M-F 7A-11:30P
 Shriwise Dining Hall | M-F 7:15A-1:30P; 4:30P-10P; Sat 11A-12:30P & 5P-6:30P, Sun 12P-1:30P

Sams Chapel | Pioneer Hall

BEGINNING AT \$500

- The Facility Scheduling Coordinator will contact the music department chair to confirm the dates and availability of the facility before confirming the date with the organization.
- The music department chair will assign a manager to the event, and the manager will contact the facility user 24 hours before the event to confirm set up and rehearsal time it requires.
- A KWU Sound & Light Technician must be present at all events in Sams Chapel at a fee of \$15/hour; this fee is not waivable.
- Any items brought into the facility, as well as all trash, must be removed from Sams Chapel following the ceremony. The use of glitter, rice or confetti is not allowed inside the building or on the campus grounds.
- Basic setup includes one podium, one microphone, projector, basic lighting and sound.
- Note: There is not a screen in Sams Chapel.
- Sams Chapel is not available Monday-Friday from 4-6 p.m. due to orchestra/band practice.

Fitzpatrick Auditorium | Sams Hall of Fine Arts

BEGINNING AT \$200

- The Facility Scheduling Coordinator will contact the theatre department chair to confirm the dates and availability of the facility before confirming the date with the organization.
- A KWU Sound & Light Technician must be present at all events in Fitzpatrick Auditorium (at a fee of \$15/hour; not waivable).
- Any items brought into the facility, as well as all trash, must be removed from Fitzpatrick following the event.
- Food and beverages are not permitted in Fitzpatrick Auditorium.
- A microphone, podium, screen and projector are available at no charge; guests must bring a computer if a PowerPoint presentation will be used.
- If the lobby outside of Fitzpatrick is needed, it must be scheduled separate of the auditorium.

Additional Fine Arts Facility Charges

Additional equipment is available:

- Podium with mic: \$50
- Choir Shells: \$50
- Choir Risers: \$10 per section
- Advanced Sound: \$50 (monitor speakers, extra microphones)
- Advanced Lighting: \$50 (up to 10 cues)
- Percussion Instruments (determined based on needs)
- Additional costs for equipment and labor will be determined based on the event requirements

*Additional fees may apply based on event type, date, time, setup/teardown requirements and additional equipment and resources requested.

	<u>Sams Chapel</u>	<u>Fitzpatrick Auditorium</u>
Capacity	1,200	175
Stage	Yes	Yes
Fees (basic setup)*	Min. \$500	Min. \$200
Tech Fees	\$15/hr	\$15/hr
Hospitality Fees	Apply	Apply
Equipment	Piano, Podium, projector	Podium, projector, screen
Best Event Venue	Music concerts	Theatre performances, speaker presentations, panels

Hauptli Student Center/Brown Mezzanine

BEGINNING AT \$200/\$100

This basic fee includes usage of the facility in the current layout. If tables need to be added, removed, set up or torn down, additional facilities fees will apply. A cleaning fee will be assessed if the area is not cleaned by the organization prior to exiting the building.

Cannot be reserved by OCG while classes are in session. Note that this is a public space for our students and while private events may reserve the space, we cannot guarantee that students will not enter the space during the private event.

Graves Family Sports Complex

Charges for rental of the Graves Family Sports Complex are based on a variety of factors. Please contact the Athletics Office (785-833-4400) to discuss rates.

Mabee Arena and Muir Gymnasium

Charges for rental of either gymnasium are based on a variety factors. Please contact the Athletics Office (785-833-4400) to discuss rates.

Classrooms

BEGINNING AT \$75/DAY

Classrooms can be reserved for \$75/day based on availability; academic and University Events take priority.

Conference Rooms

BEGINNING AT \$150/DAY or \$20/HOUR

Conference rooms are at a premium Monday through Friday from 8 a.m. to 5 p.m.; University Events take priority.

Residence Hall Rooms

BEGINNING AT \$15/DAY

Requires permission from Student Development (must provide own bedding).

PROMOTION OF EVENTS ON CAMPUS

All internal organizations are encouraged to work with the MARCOM department to post events open to the public, on the website calendar and social media channels.

Outside organizations that use Kansas Wesleyan's name or logo on fliers must first get approval through the MARCOM office (785-833-4502) before printing or posting any materials.

NOTE REGARDING PUBLICITY: Outside organizations that host events at KWU can't use Kansas Wesleyan University in the title of their event. The wording should read: Event Name, Date, Time, hosted at Kansas Wesleyan University. It should not read: Kansas Wesleyan University hosts or Kansas Wesleyan University presents. This is an indicator that the university is sponsoring the event.

PHOTOGRAPHY RELEASE

The Kansas Wesleyan campus community is the best resource for portraying the life of the university, and as a result, images/videos of people publicly engaged in university-related events or campus life are often taken for these purposes. Kansas Wesleyan University reserves the right to take photographs of campus facilities, events, faculty, staff, students, and guests in any areas of the campus where subjects would not have an expectation of privacy.

Kansas Wesleyan University uses photographs, photographic images, names, and audio/video recordings of employees, students, or guests for general publicity in publications, on its website, on social media, in public relations, promotions, and advertising, etc. Your presence in or around university facilities and/or properties, as well as at off-campus university-sponsored events, constitutes your consent to capture and/or use your image or likeness without remuneration.

Kansas Wesleyan University does not collect release forms from its students, faculty, staff members or guests for the use of images or films taken on campus. We understand that there may be employees, students (or parents/guardians of such person if under the age of 18), or guests who may wish to not be photographed or have their image used for university-related purposes and can opt-out by contacting the Marketing and Communications Department at 785-833-4502.

RELATED LAWS AND POLICIES

All groups must be in compliance with all local, state, and federal laws and all pertinent KWU policies, such as, but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, smoking, solicitation, weapons, political activities, filming, and special event security.

CONTACT INFORMATION WHILE USING FACILITIES DURING EVENINGS AND WEEKENDS

Contact the appropriate person listed below should an issue arise with your scheduled event during the weekend. Please note that ALL usage of facilities must be scheduled with the Facilities Reservation Form and submitted to the Scheduling Office for approval – prior to the weekend

Maintenance After Hours: 785-829-6016

Security: 785-829-6017

