

HALL CENTER FOR THE HUMANITIES FACILITIES USE & CO-SPONSORSHIP REQUEST FORM

The Hall Center for the Humanities is a designated research center at the University of Kansas with purpose-built facilities dedicated to the support of research in the humanities, arts, and social sciences, and the dissemination of that research to a broader public.

Requests for fall semester facility use or co-sponsorship must be received by July 1. Requests for spring semester facility use and/or co-sponsorship must be received by November 1.

Rental: Center facilities are available on a rental basis to Hall Center affiliated groups and organizations whose proposed activity is consistent with the Center's mission and purpose. Facility descriptions and associated costs are available on our website at <https://hallcenter.ku.edu/facilities-parking>.

Co-Sponsorship: The Hall Center also co-sponsors a variety of programs throughout the year. In the case of Hall Center affiliated groups and organizations, co-sponsoring may include a waiver of the facility use and/or staffing fees. It may also include any or all of the following: shared costs for receptions and speaker fees, logistical support, and assistance with publicity. On occasion, the Hall Center may also choose to co-sponsor events with non-affiliated groups and organizations.

Request Process: The Hall Center looks at a variety of factors when deciding about which events to approve for facilities use or co-sponsorship. These include adherence to the facilities use policies, current priorities, staff availability, and scheduling considerations. Requests for weekend events are rarely granted because of Hall Center staffing constraints. Priority in scheduling is given to the Hall Center's events. Approval of a similar event in the past does not mean a new event can be accommodated. Hall Center facilities may not be used for personal events, and charging admission fees to attend events hosted at the Hall Center is prohibited.

Please complete all fields and check applicable boxes to submit your request. Questions can be directed to Hall Center Assistant Director Andrew Hodgson at ahodgson@ku.edu.

NOTES:

- Due to staffing constraints, the Hall Center can rarely accommodate evening and weekend events.
- The Hall Center will not schedule any evening events during weeks in which a Humanities Speakers Series event is scheduled.
- Additional staffing costs will be charged for events that extend beyond 5:00 p.m. or take place on weekends.

Request Type:

- ☐ Facility Use
- ☐ Co-Sponsorship

Proposed Date	Proposed Start Time	Proposed End Time

Contact Person	Email	Telephone

Billing Address:

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Event Sponsor and Co-Sponsor, if applicable:

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Event Title:

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Event Description:

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- Please provide a brief description of the proposed event, including how it will advance humanities research and/or its dissemination to a broader public.

Facility Requested:

- ☐ Conference Hall (Capacity: 100)
- ☐ Seminar Room 1 (Capacity: 50)
- ☐ Seminar Room 2 (Capacity: 20)

Estimated Attendance Number: _____

- Room capacity limits must be observed. If capacity is reached, organizers are responsible for turning away additional attendees.

Please describe the likely audience for this event (e.g., from which departments, areas of scholarship, students, community members, etc.)

Desired Room Setup

- | | |
|--|---|
| <input type="checkbox"/> Classroom (oblong tables with chairs) | <input type="checkbox"/> Lecture (rows of chairs) |
| <input type="checkbox"/> Large round tables (Conference Hall only) | <input type="checkbox"/> Pub tables |

Audio/Visual Needs

- | | |
|--|---|
| <input type="checkbox"/> Laptop computer | <input type="checkbox"/> Steinway Grand Piano |
| <input type="checkbox"/> LCD projector | <input type="checkbox"/> Video conferencing |
| <input type="checkbox"/> Live streaming | <input type="checkbox"/> Video recording |
| <input type="checkbox"/> Microphones | |

- Live streaming, video recording and video conferencing may incur additional charges.
- Use of the piano requires special approval by the Hall Center Director.
- The cost of tuning the piano prior to an event is an additional charge.
- The piano may not be moved more than a few feet from its present location and only by Hall Center staff.

Which of the following do you wish to include in the event

- | |
|---|
| <input type="checkbox"/> No Food or Beverage Service |
| <input type="checkbox"/> Food Service or Beverage Service |
- KU requires all food and beverage services to be provided by Kansas Union Catering, 864-2444. Alcoholic beverage service requires advance approval by the Provost's office, which program sponsors are responsible for obtaining.
 - The Hall Center does not cover the cost of food or beverage service for sponsored events unless explicitly stated in a sponsorship agreement.
 - The Hall Center does not order food or beverage service for sponsored events unless explicitly stated in a sponsorship agreement.

Type of Food Service:

Will alcohol be served?

- | |
|------------------------------|
| <input type="checkbox"/> No |
| <input type="checkbox"/> Yes |

Co-Sponsorship requested:

- ☐ No
- ☐ Yes

Please provide the details of your co-sponsorship request:

- Specify what kind of co-sponsorship you are requesting (space, financial support, publicity, etc.)

Please provide details on any sponsorship resources you have already secured:

- The Hall Center looks more favorably on requests with existing sponsorship and co-sponsorship resources.

Please provide any additional information you believe the Hall Center should consider or indicate other specific requests you would like to make relevant to the event: