



## University Event Services

### Rental Space Guidelines

*Your confirmation is an agreement for utilization of space at the Rhatigan Student Center and other locations on the Wichita State University campus reserved by the University Event Services Office.*

*PLEASE LOOK OVER THE CONFIRMATION FOR ANY MISTAKES OR CHANGES THAT NEED TO BE MADE AND CONTACT THE EVENT SERVICES OFFICE AT 316-978-3475 AS SOON AS POSSIBLE.*

*If you need assistance contact:*

- RSC Building Manager at 978-3028 or 312-1945 or,
- The Event Services Office at 978-3475

#### **Contact Person**

The primary contact (Guest) will provide the Event Services Office with the name, address and phone number of the Guest's representative if needed. This representative will be the sole person authorized to make changes to the reservation.

#### **Rental Fees**

Any room charges must be paid 2 weeks in advance. If no payment is made, the event will be cancelled.

#### **Event Times**

All reservations made through the University Event Services office include additional set up time before and after an event. Please note, that if additional time (over those set by Event Services) is needed there may be an added charge.

#### **Cancellations**

Scheduled events, not cancelled in advance, may be charged set up fees.

#### **Parking**

Parking for events held at the RSC is available the new parking garage located directly beside the RSC. Parking lots can be reserved for large events that require additional space. Contact your Event Coordinator to request reserved parking.

## **Damages**

In the event that damage to RSC property or equipment occurs by an RSC guest, its employees, agents, patrons or additional guests, the cost of repair and replacing the damaged property may be charged to the guest.

## **Physical Plant Tables**

Outdoor tables that originate and are delivered by the WSU Physical Plant must be returned to the delivery location.

## **Cleaning fees**

RSC guests are responsible for returning the space to its original condition when an event is completed. Any equipment or props belonging to the guest must be removed.

Audio/visual equipment provided by the RSC should be left in the room and will be picked up by a Building Manager.

## **Audio/Visual Equipment**

For your convenience, RSC meeting rooms are equipped with large screen televisions or projectors. All rooms are set up with A/V inputs.

Occasionally, cables are needed. The RSC Building Managers (978-3028) can provide you with either HDMI or VGA cables for your presentation.

## **Media Resources**

Events with complex audio/visual needs or those large events requiring additional assistance, in both the RSC and university classrooms, should contact Media Resources at 978-3588 no less than 1 week in advance for support. Your RSC Event Coordinator will be able to assist you.

## **Performance Facilities**

Events held in the Campus Activities Center (CAC) Theater that necessitate stage lighting and sound may require the assistance of Performance Facilities. Your Event Coordinator will advise you if you need to contact Performance Facilities at 978-3587 for your event.

## **WSU Dining**

WSU Dining is the preferred provider of dining service needs for the Rhatigan Student Center and the Marcus Welcome Center. Beginning in the fall of 2017, preferred caterers will be able to serve on campus including the Rhatigan Student Center. Please contact your Event Coordinator for additional information.

## **Telecommunications**

If your meeting involves a conference call, broadcast or internet access please contact the Telecommunications Office at 978-3535.

### **Secure Wireless Access**

WSU can provide secure wireless connections by request. Please notify your Event Coordinator a minimum of 3 weeks in advance if you need a secure connection for your event.

### **Alcohol Service**

Requests for alcohol service must be approved by the WSU General Counsel prior to the date of the event.

Approval is obtained by completing the following 2-3 weeks in advance:

- Notify your Event Coordinator of your request
- Complete an Alcohol Request form available from the WSU General Counsel's web page at <http://www.wichita.edu/thisis/home/?u=generalcounsel> or from the Event Services web page at <http://www.wichita.edu/thisis/home/?u=eventservices>
- Off-campus guests must provide proof of liability insurance at time the request is submitted.
- Guests will receive written notification of approval from the WSU General Counsel.

### **Donated Food Request:**

On-campus groups wishing to serve donated food on campus should refer to the Wichita State University Food Service Policy 20.16 [http://webs.wichita.edu/inaudit/ch20\\_16.htm](http://webs.wichita.edu/inaudit/ch20_16.htm)

The completed form can be returned to the Event Services office, room 234, RSC.

### **Recognized Student Organizations**

Recognized Student Organizations are required to meet guidelines established by the Student Involvement Office. Additional information is available at:

<http://www.wichita.edu/thisis/home/?u=studentorganizations>

### **Information Tables**

The RSC provides table space on the first floor for use by guests. Reservations for table space are required and can be made either on-line or at the Event Services office.

### **Donation Boxes:**

The RSC can provide Donation boxes for fundraising efforts. The boxes area available for a 2 week period. Reservations can be made by contacting the Event Services Office. Users must provide identification for the outside of the boxes. The RSC is not responsible for items that have been lost or stolen.

### **Grace Memorial Chapel**

This interfaith prayer space is open on a first come, first serve basis to anyone wishing to use it for private events.

The building is open Monday through Friday from 7 am to 10 pm and Saturday/Sunday by reservation.

It is the responsibility of the guest to set up the space as needed and return it to its condition. Food and beverages are prohibited. The RSC and Wichita State University will not assume responsibility for items left in the Chapel following events.

### **Lost/Stolen Items**

The Rhatigan Student Center, and Wichita State University, is not responsible for items lost, stolen or damaged during an event held in our facilities.

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