



EVENT SERVICES RENTAL SPACE GUIDELINES

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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 RSC Event Services.

Please review the event confirmation you received for any mistakes or changes that need to be made. Contact the Event Services office at 316-978-3475 as soon as possible.

If you need assistance during your event contact:

- RSC Building Manager at 978-3028 or 312-1945 or,
- The RSC Event Services office at 978-3475 between 8 am and 5 pm daily
- WSU Police Department 978-3450
- WSU Dining 978-5863

CONTACT PERSON:

The primary contact (Guest) will provide the RSC 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 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.

EVENT DETAILS/SET UPS:

Set up notes for room reservations in the RSC or CAC Theater must be provided to the Event Services staff 2 weeks in advance of your events. Receiving your set up notes in a timely manner will allow us the opportunity to coordinate our services in preparation for your event

CANCELLATIONS/NO SHOWS:

Guests who fail to cancel their reserved space and do not show up for their event will receive a warning letter and may be billed for set-up charges.

Student organizations will have warning letters sent to Student Engagement Advocacy & Leadership (SEAL) and the organization's advisor.

If this occurs more than 2 times in a semester the group will lose its privilege to use Rhatigan Student Center facilities for the remainder of the semester.

The Rhatigan Student Center reserves the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

PARKING:

Parking for events held at the RSC is available on the 2nd and 3rd floor of the parking garage located directly beside the RSC. Parking in the Parking Garage is \$1.50 per hour.

Parking lots on the perimeter of the campus can be reserved for large events that require additional space. Contact your Event Coordinator to request reserved parking.

Validation codes for parking are available on request. Contact your Event Coordinator for additional information.

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.

FACILITY SERVICES TABLES AND CHAIRS:

Outdoor tables that originate and are delivered by WSU Facility Services must be returned to the original delivery location. Facility Services may charge customers for damages or cleaning. *If not needed table and chair orders must be cancelled, through your Event Coordinator, 24 hours in advance.*

RSC CLEANING FEES:

RSC guests are responsible for returning space to its original condition when their event is completed. Any equipment, props or decorations belonging to RSC guests must be removed promptly following the event. Event space requiring additional cleaning maintenance may be billed at the rate of \$25.00 per hour.

The RSC does not allow the following inside building spaces: use of open flame decorations, paint, glitter or confetti.

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) have a limited number of HDMI and Mac Adapters. To make certain that the appropriate cable is available guests should provide their own.

Microphones are available for the Beggs Ballroom and Santa Fe Trail meeting room. Guests requesting the use of microphones should arrive a minimum of 30 minutes in advance to test microphones levels for their presentation.

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

AUDIO/VISUAL EQUIPMENT - LARGE EVENTS:

Events with complex audio/visual needs may require additional assistance. Customers needing complicated or advanced audio/visual assistance should notify their Event Coordinator in advance.

RSC Event Coordinators may recommend contacting WSU Media Resources at 978-3588 no less than 1 week in advance for support.

CAC THEATER - 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.

TELECOMMUNICATIONS:

If your meeting involves a conference call, broadcast or internet access please email the Telecommunications Office at telecomservices@wichita.edu

CATERING/DINING SERVICES:

WSU Dining (Chartwells) is the on-campus provider of dining service needs. WSU Dining can be reached at 978-3477.

Rhatigan Student Center has a flexible catering policy that allows approved off-campus food providers to cater events. A list of RSC approved caterers can be found at: <https://www.wichita.edu/services/rsc/eventservices/Catering.php>

Note: To Approved Caterers ... The Rhatigan Student Center charges caterers 10% of food sales for events catered in the Rhatigan Student Center.

NOTE: Customers choosing an off-campus caterer for their event must remove all food service containers and disposable items immediately following their event. Failure to clean up after the event will result in a service charge for cleaning.

For additional information contact your Event Coordinator 978-3475.

SECURE WIRELESS ACCESS:

WSU can provide secured hard-wired internet connections by request.

For a secure WIFI connection contact your Event Coordinator at 978-3475 a minimum of 3 weeks in advance.

ALCOHOL SERVICE:

Requests for alcohol service must be approved by the WSU General Counsel prior to the date of the event. *The service of alcohol without prior approval is prohibited.*

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 at www.wichita.edu/ESpolicies
- 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.

NOTE: Alcohol service requires a licensed bartender and that bartender must be present throughout the event.

A list of approved caterers offering alcohol service is available at:

https://www.wichita.edu/services/rsc/eventservices/Approved_Alcohol_Service_Providers.php

DONATED FOOD REQUEST:

On-campus groups wishing to serve donated food should refer to the Wichita State University Food Service Policy 20.16

https://www.wichita.edu/about/policy/ch_20/ch20_16.php

Donated Food request forms are available at www.wichita.edu/ESpolicies. Completed forms can be returned to the RSC Event Services Office, room 234, RSC.

RECOGNIZED STUDENT ORGANIZATIONS:

Recognized Student Organizations are required to meet guidelines established by the Student Engagement, Advocacy and Leadership Office. Additional information is available at: https://www.wichita.edu/student_life/seal/student_organizations/forms_policies.php

INFORMATION TABLES:

The RSC provides table space on the first and second floor for use by student organizations and guests.

- ➊ Table space is available to individual students, student organizations, WSU departments and off-campus guests.
- ➋ Reservations for table space are required and must be made, in advance, either on-line or at the Event Services office.
- ➌ Off-campus guests will be charged a daily rate for use of Information Tables.
- ➍ Information Table space may be used to promote an organization and/or activity.
- ➎ Individuals or groups, utilizing Information Tables, must remain behind their tables when talking to RSC guests. "Hawking" (actively or aggressively pursuing students to sell or promote) is not allowed.

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 RSC 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 is not responsible for items lost, stolen or damaged during an event held in our facilities.

Guests looking for a lost item in the RSC should contact the RSC Event Services office at 978-3475.

FREEDOM OF EXPRESSION:

Wichita State University and the Rhatigan Student Center are committed to preserving and supporting freedom of thought, speech, and expression on our campuses. Visit https://www.wichita.edu/about/policy/ch_11/ch11_12.php for more information.

You can also view the Kansas Board of Regents Statement on Free Expression here. https://www.kansasregents.org/resources/PDF/Students/Boards_Statement_on_Free_Expression_031721.pdf