USE OF UNIVERSITY FACILITIES CHECKLIST

PREREQUISITES FOR USE:

- Does the purpose of the use conform to Board of Regents policies? (If yes, continue)
- Is the purpose of the use reasonably related to the University’s mission? (If yes, continue)
- Does the use interfere with the academic, research or other mission-related functions of the University? (If no, continue)
- Is the purpose for or relating to a political purpose? (If no, continue. If yes, special rules apply, see Board of Regents and University Policy re: political activity and fill out the Political Use Application, available at: https://documents.ku.edu/policies/provost/political_use_application.pdf)
- Does the use of university facilities inappropriately or unreasonably compete with private enterprise? (See University Facilities, Use by External Organizations or Entities, Policies and Procedures) (If no, continue.)

REQUESTS FOR USE:

- Request for the use of University facilities should be submitted to University Events Committee, and should include individual/group contact information, type of space requested, service needs, participant demographics and a program description.
- The appropriate university representative will review the request in view of University and Board of Regents policies and ongoing University activities and in consultation with other University offices that potentially would be affected by the proposed event.
- The University Events Committee Guidelines specify when approval is and is not needed.

REQUIREMENTS FOR USE:

- **Contract** – For external use, a written agreement must be reviewed and approved by the Office of the General Counsel. The agreement must:
  - Address each requirement identified in this section (e.g., fees, insurance, etc.)
  - Include a provision stating that the organization using University facilities shall be responsible for charges for damages incurred in connection with the event
  - Include a provision in which the organization and/or individual agrees to indemnify and hold harmless the University, Kansas Board of Regents and State of Kansas from any and all losses resulting from or relating to the use of the University’s facilities

- **Fees** - University must charge a price that reflects the direct and indirect costs associated with the use and that minimally reflects the price in the private marketplace. (See Comprehensive Fee Schedule approved by Board of Regents and University Events Committee Guidelines.)
  - Fees will be charged for the use of rooms, as well as for any services required, including IT, Public Safety, Facilities, etc.
  - University Events Committee Guidelines specify that the appropriate fee is the greater of the fee indicated on fee schedules or 10% of the gross received relating to the event after deduction of state sales tax.
  - **Exception:** Not for Profit Charitable Organizations are to be charged only the actual direct costs.
• **Insurance** - The Organization shall maintain at least the following level and types of insurance throughout the duration of the Program, with insurers with an AM Best rating no lower than A-VII. Each such policy, with the exception of workers compensation, shall name the University of Kansas and the Kansas Board of Regents as additional insureds. No policy shall be cancelled without first providing the University at least thirty (30) days’ advance notice in writing. The Organization shall provide certificates of insurance evidencing compliance with the insurance requirements contained herein promptly upon request by the University:
  a. Comprehensive general liability, including contractual liability, covering bodily injury, property damage, and personal injury, without an exclusion for sexual abuse/molestation, in an amount not less than One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) in the aggregate;
  b. Automobile liability in an amount not less than One Million Dollars ($1,000,000) per occurrence; and Workers compensation, as required by state law.

• **Waiver and Release** – As appropriate to the activity, the University and Kansas Board of Regents must be included on the organization’s/individual’s waiver and release relating to the activity. The language for the release relating to the University and Board of Regents shall be approved as to form by the General Counsel’s Office.

• **Background Checks** – For activities in which minors will be under the supervision of staff/persons other than parents/guardians (such as camps), all staff interacting with the minors (which includes paid persons and volunteers) must have satisfactorily passed a background check. The organization hosting the camp must demonstrate that background checks have been completed.

• **Use of University Name/Marks** – The organization/individual shall not use the University’s name and/or marks in conjunction with the event or activity (except for use of the University’s name in identifying the location), without advanced written approval.

• **Compliance with University Policy.** The organization/individual represents and warrants that the individual(s) responsible for conducting the activity have read and will comply with all applicable University policies, including but not limited to the Nondiscrimination Policy, Crime Reporting Policy, Policy on Alcohol and Drugs, Smoking Policy, Weapons Policy, and Policy regarding Animals in Buildings. University Policies are available in the Policy Library, at [www.policy.ku.edu](http://www.policy.ku.edu). The University will make copies of these policies available upon request.