

# **The University of Kansas School of Medicine-Wichita University Facilities**

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## **Overview**

The University of Kansas School of Medicine-Wichita (KUSM-W) campus offers several outstanding facilities suitable for a variety of educational and meeting uses. The Roberts Amphitheater, with a seating capacity of 163, provides state-of-the-art computer image presentation technology, satellite program reception, television conferencing with distant locations, along with traditional audio and visual equipment support. Also available are two larger classrooms with similar technology and with seating for 40-60, and five smaller classrooms with seating for 8-34 persons.

## **Contact Information**

Room Reservations and Facilities Use Forms: Facilities Management: 316/293-2625

Audio-Visual needs: Network and Technology Support: 316/293-2605

Parking and Security needs: Facilities Management: 316/293-2625

**Subsequent pages contain Guidelines for Use of Facilities**

# The University of Kansas School of Medicine-Wichita Guidelines for Use of Facilities

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# University Organizations

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## General Statement

All organizations functioning on The University of Kansas School of Medicine-Wichita (KUSM-W) campus are encouraged to register with Facilities Management. Registration of the organization provides for official identification as an affiliated group, use of designated university facilities and services, and the coordination and communication of the group's activities with the campus administration and other organizations.

Organizations must be established for the purposes which are legal, consistent with the broad educational aims of KUSM-W and the University, and in accord with the regulations, guidelines and policies of KUSM-W, the Medical Center, the University, the Board of Regents, and the State of Kansas. However, registration does not imply KUSM-W or University endorsement of the purposes of an organization nor does KUSM-W assume responsibility for any of the activities of the group on or off KUSM-W property.

## Classification

The following types of organizations are eligible to register with the KUSM-W through the Facilities Management.

1. **Student Organizations** - A Student Organization shall be defined as a group, at least 75% of whose members are currently enrolled as Medical School students. The officers of the organization must be currently enrolled students.
2. **Campus Organizations** - A Campus Organization shall be defined as a group, at least 75% of whose members are from the KUSM-W community, including currently enrolled students, faculty, staff or spouses of these persons.
3. **Sponsored Organization** - A Sponsored Organization shall be defined as a group which functions under local or state governance and/or receives approval for utilization of facilities property and/or services from the KUSM-W Dean, Faculty or Department Director.

## **Registration Procedures**

Organizations are encouraged to register annually with KUSM-W through Facilities Management.

Registration of an organization with the KUSM-W should include:

- a. Name and stated purpose of the organization;
- b. Where applicable or requested, a copy of the organization's charter, a constitution, by-laws or mission statement;
- c. When required or requested, provide documentation that the organization will adhere to all applicable Regents and KUSM-W regulations, including the Regents Policy on Non discrimination in Organizational Membership;
- d. A list of activities proposed for the school year;
- e. Maintain in the Dean's office, a current list of names and addresses of officers, advisers, and/or liaison persons where applicable.

The KUSM-W Dean, designate, will review an organization's request for facilities usage and determine: a) if the group is eligible for approval to utilize the KUSM-W facilities, b) the organization's classification.

When necessary, the organization will be notified in writing if a request for facility usage has been denied.

Groups wishing to appeal a denial decision regarding facility usage may do so in writing to the Associate Dean for Administration or the Dean's office.

## **Benefits for Registered Organizations**

Organizations, which complete formal registration procedures with KUSM-W, will be considered to receive for the following benefits upon request:

1. Use of KUSM-W name in the organization's title
2. Use of facilities:
  - a. Schedule meeting rooms, classrooms, auditoriums and other designated spaces
  - b. Request space in the Hazel Fenske Student Center, if available
3. Use of KUSM-W Services:
  - a. Use of campus mail and telecommunications system for official business of the organization in accordance with established KUSM-W and State policies.
  - b. Be listed in and publicize activities through KUSM-W publications
  - c. Utilize KUSM-W staff and programming resources as approved
  - d. Receive information materials from KUSM-W regarding policies, procedures and activities

## **University Facilities**

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### **General Policy**

All University of Kansas School of Medicine-Wichita space and facilities are the administrative responsibility of Facilities Management to centrally schedule or assign to other administrative units for management.

Use of KUSM-W facilities is generally limited to mission-related activities and for activities of approved organizations.

Classrooms, auditoriums and conference areas are scheduled centrally through Facilities Management (316/293-2625). Use of specific departmental facilities is scheduled through that administrative unit. Computer/AV/TV equipment and services are scheduled through the department of Network and Technology Support (316/293-2605). All classes, meetings, and special events are normally scheduled on the hour or half hour. The time reserved for an event must include time for any special setup. All programs must end 5 minutes prior to the designated ending, thereby, allowing for transition between programs.

Regularly scheduled classes will be given priority for use of academic facilities.

In case of conflicting demands for specific locations, Facilities Management will attempt to find alternate locations to resolve the problem.

Any non-registered or off-campus group wishing to use KUSM-W facilities for an activity may be required to submit a facilities usage request in writing. The request must be signed by the group's official representative and be approved by the Dean's Office or designate. All requests for the use of KUSM-W facilities will be considered on an individual basis. If use of KUSM-W facilities is approved, the group and activity is subject to all KUSM-W facilities use policies. A signed agreement, prepared by the University General Counsel's Office, may be required by the non-University, non-classified organization and the University prior to the event and be kept on file with Facilities Management.

## **Guidelines for Scheduling University Facilities**

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### **1. Events which do not requires Dean's approval**

- a. Events which do not require Dean, or Dean's designate, approval include, but are not limited to, regularly scheduled classes for KUSM-W units, and meetings, workshops, conferences, or seminars sponsored by Medical School units of classified organizations.
- b. Occasional demonstrations of commercial products by sponsored organizations intended to inform members of the KUSM-W community.
- c. Activities authorized through a grant, contract, or other formal agreement, which are approved by the University.

- d. Scheduling Procedures: If centrally scheduled space is to be used, contact the **Facilities Management @ 316/293-2625**, to reserve the appropriate room, computer/AV/TV equipment, and special staffing. If the room is not a centrally scheduled facility, the specific administrative unit responsible for the space to be used must be contacted to reserve the space.
  - e. For events using multiple Network & Technology services or audiovisual equipment, organizations may be asked to provide the request in writing and meet in person to review event plans.
  - f. After scheduling has been completed, confirmation of space and equipment can be obtained by contacting the Dean's Office.
2. **Dean, or designate, approval is required where any of the following conditions exist:**
- a. If admission is charged;
  - b. If non-student entertainment is involved;
  - c. If the proposed event or activity may be classified as a sale, benefit, solicitation of funds or promotional venture;
  - d. If the proposed event is not a sponsored organization;
  - e. If a primary purpose of the event or activity is financial gain by a corporate entity or if financial support of the event or activity is provided by such an entity.

Scheduling procedures: Contact Facilities Management, or designate, to determine if a Request to Use KUSM-W Facilities is necessary. If a request form is determined necessary, complete and submit the request to Facilities Management, located in room B017, main building. A minimum of 10 working days before the event. However, to assure best access to the facilities, the requesting party is encouraged to make arrangements for the event as far in advance as possible; six months is a recommended minimum. It is possible to make a tentative room reservation, subject to approval of the event by the Dean's Office, but no advertising of the event may begin until approval and reservation confirmation of the event are obtained.

Note: Approval, when granted, means the location, day, time, and purpose of the event as described in writing or in discussion, constitute appropriate use of the University facilities. Once an event is approved, centrally scheduled or administrative specific unit space is reserved through data entry in the computerized scheduling system maintained by Facilities Management or applicable administrative unit.

Other facilities use considerations such as admission policies, sale of food or other items, sales tax requirements, use of alcohol, copyright issues events for private or corporate gain, instructional support equipment, and facilities use charges can be found in Appendix I.

## **Appendix I: Related Policies & Procedures**

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### **Event and Facilities Use Fees**

In order to recover costs incurred in connection with special events which are hosted in KUSM-W facilities use charges, which may be assessed, are as follows:

1. General Expenses Required of All Groups:
  - a. Payment of salaries of additional security, parking and Facilities Management personnel required for the event. Upon request, cost estimates will be provided by the applicable administrative units in advance of the event.
  - b. Payment of salaries of projectionists and support personnel and costs related to supplemental media equipment. Groups who have their own equipment may use such equipment if it is physically and mechanically compatible with existing facilities and is approved by the Director of Network & Technology Support or approved designate.
2. Prior to any special event, the classified organization shall agree, in writing if required, to accept responsibility for proper care and use of facilities including charges for damages incurred in connection with the event. The classified organization must guarantee that all University-related expenses will be paid regardless of the event's outcome. Charges for services and or equipment will be assessed by appropriate administrative unit.
3. There may be an additional charge for non-University, non-student use of University facilities. Charitable organizations, (as defined by Internal Revenue Service statute) if charged, will be responsible for direct costs only. The charge to commercial (for profit) organizations, shall be as indicated in an agreement with the KUSM-W. The charges are in addition to general expenses stated above.

The KUSM-W Dean or designate, may grant exemption for any of the above policies whenever it appears in the best interests of the University to do so.

### **Tobacco-Free Campus Policy <http://wichita.kumc.edu/hr/policies/smokefree.html>**

The University of Kansas School of Medicine at Wichita has adopted a policy which establishes the institution as smoke-free.

1. **General:** As part of its mission, the University of Kansas School of Medicine-Wichita seeks to improve the health of Kansans and to provide a healthy, safe environment for our faculty, staff, students, residents, and visitors. As a leader in the health care community, we are called to advocate healthy lifestyles. For these reasons and because the use of tobacco products is acknowledged to be a health hazard, the University of Kansas School of Medicine-Wichita has adopted a policy which establishes the institution and its grounds as tobacco free.

*The school's policy on tobacco use applies to all staff, faculty, volunteer faculty, residents, students, patients, and visitors on KUSM-W premises or within the school's motor pool vehicles. However, the use of tobacco products is allowed in personal vehicles parked in school lots subject to the employee's lunch break and regularly scheduled breaks at the supervisor's approval.*

- 2. Enforcement and Sanctions: All employees share responsibility for the school's commitment to providing a tobacco free environment. Violations should be brought to the attention of the appropriate supervisory personnel. When the supervisor is not available, the matter may be referred to the Associate Dean for Administration or the Dean. Employees who violate the tobacco free policy are subject to the standard disciplinary action procedures of KUSM-W and the Medical Practice Association.*

## **Alcohol regulations**

The service of alcoholic beverages on University of Kansas School of Medicine-Wichita property shall be in accordance with Board of Regents, University of Medical Center policies and only in locations specified in those policies.

Alcoholic liquor service may only be provided at campus events which are related to legitimate functions of the University. Alcoholic liquor shall be defined as wine, sherry or 3.2 beer only. Alcoholic liquor service is limited to the KUSM-W West Atrium, KUSM-W Esplanade, Sunflower Room and Meadowlark Room.

All events on the Wichita campus at which alcoholic liquor will be served must be approved by the KUSM-W Dean and the [Alcoholic Beverage Request form](#) must be completed. A University unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the Dean for review prior to any public announcement but in no case less than two weeks before the event.

Student organizations may not use its funds to pay for alcohol.

## **Admission fee policies**

Admission pricing differences shall not discriminate on the basis of race, national origin, sex, or religious faith. This shall not, however, limit the right of a classified organization to charge less to members than to non-members.

## **Guidelines for soliciting and selling**

No selling is permitted on campus unless the activity or events of the selling is for the benefit of the KUSM-W community by a sponsored organization.

No selling or solicitation event or activity will be approved for the private gain of individuals.

Selling T-shirts, sweatshirts, bumper stickers and other items that may be purchased at the Medical School Bookstore is permitted provided the seller receives approval from the Bookstore, Dean, or Dean's designate.

Solicitation shall be done in a manner which does not interfere with the normal University process and as approved by the Dean or designate.

Classified student/campus organizations may solicit donations on campus with the Dean's, or Dean designee's approval. Funds collected on campus must benefit the University community by means of programs, activities, or services provided by the organization using these funds. All fiscal records related to soliciting on campus must be available for auditing by the Division of Business Affairs within one calendar year of the event.

### **Sales tax requirements**

State sales tax must be paid on items (including tickets) sold on campus. Information and sales tax forms are available from the Division of Business Affairs (316/293-2610). At any event where merchandise is sold or admission charged, the current applicable sales tax must be paid to the State Department of Revenue. It is not necessary to list this tax as separate time in pricing. The retail price or admission fee may include the tax or it may be collected in addition to the listed price.

### **Copyright issues**

Potential facility users are advised that copyright legislation may have implications for their use of copyrighted materials for their events or projects. Such materials include literary works, musical works, including accompanying words, dramatic works, pictorial, graphic and cultural works, motion pictures and other audiovisual works, and sound recordings. Under contractual agreement with BMI and ASCAP, the University of Kansas is required to report all performances of public musical attractions presented on or off campus by all organizations affiliated with the University. Additional information is available in the controller's Office Room 1070 Deo; Pavilion, KUMC.

### **Events for private or corporate gain**

No activity or event will be approved for the private financial gain of individual facilities users.

No activity is permitted which involves the regular use of University facilities and results in financial gain or profit to an individual. (Approved by Chancellor, November, 1983)

Non-classified organizations may not solicit or collect funds or donations on campus; however, non-classified organizations may provide information regarding donations.

### **Conference Policy**

A conference is an educational event or program of relatively short duration. Typically, the event involves more than 25 persons, takes place outside the classroom, is not offered for credit of CEUs, and will not be replicated. Participants are drawn mainly from outside the University community.

## **Political Activity: Use of Campus Facilities**

No state facilities are available for fund-raising events for political candidates or parties.

Facilities or institutions under the Board of Regents control may be made available for the purpose of holding political meetings, provided: there is not interference with regularly scheduled functions, there is not otherwise available, a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsored organizations pay, in advance, the regular fees for use of the facilities.

Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event which they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events.

Regents institutions shall have the authority to develop additional policies and guidelines which shall be reviewed, approved and implemented by the appropriate administrative authority.

From the Board of Regents Rules, revised, see minutes of the Board of Regents meeting, October 17,1980.

**Note:** Student Senate elections do not fall under these guidelines.

## **Posters**

Bulletin boards are provided throughout KUSM-W for posting notices about special events. Event notices should be delivered to University Relations (316/293-2635), which has the authority and responsibility for posting and removal of such materials. The taping of signs and posters to walls, doors, or glass is prohibited.

## **Appendix II: Other**

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### **Furniture and utility charges**

Facilities Management - Table and chair set up and moving services information can be obtained from Facilities Management by calling extension 293-2625. Requests for services should be made a minimum of two weeks prior to the event to ensure the request can be accommodated. Facilities Management does not move sensitive electronic equipment.

There is no charge for utility usage to KUSM-W organizations.

### **Computer/AV/TV/Support Services (316/293-2605)**

These services include technical setup and support of:

- Computer image projection

- Slide, overhead and videotape projection
- Microphone, sound amplification
- Access to Internet, World Wide Web resources
- Television and telephone group conferencing
- Satellite program reception

Audiovisual support services are available to Kansas University School of Medicine-Wichita personnel at no charge. Employees can be trained in the use of projection and sound systems or an equipment operator can be arranged to assist with most sessions.

For groups not directly affiliated with Kansas University School of Medicine-Wichita, there may be service charges for the use of a variety of audiovisual and television equipment, and for an equipment operator. Some of these charges are:

- \$50 to \$100 per day for TV and AV equipment
- \$50 per session for video teleconference facility
- \$25 to \$35 per hour for equipment operator

## **Deposits**

### **Security Deposit:**

Organizations in Group II will be charged a \$100 refundable deposit. Organizations in Group III will be charged a \$250 refundable deposit. Deposits are charged to cover damages and extra custodial services that may occur.

All deposits and fees, payable to the Kansas University School of Medicine-Wichita, are due in the Facilities Management Office 30 days prior to the event unless otherwise negotiated. If payment is not received, the event may be canceled and the room rescheduled for other use.

## **Security**

Coordination and notification with the University Security is an important element for successful special events on campus, particularly those being conducted after regular business hours or on the weekends.

It is recommended that the Dean's Office be informed of large scale functions or those of a controversial nature. Such events may require that Facilities Management and the Security group be involved in the planning and actual operations of the event. Costs of special security arrangements may be the responsibility of the facility user group.

Requests for additional parking, perimeter door security, and additional security services to facilitate access and control during the special event shall be made to the Director of Facilities Management.

Additional questions or assistance should be referred to Facilities Management (316/293-2625).