Application for Use of the Armitage Education Center at the University of Kansas Field Station

Application date:

Applicant contact information:

   Name:  
   Phone:  
   Email:  
   Address:  

Billing information (name plus address or email):

Rental Fee, if applicable (for fee schedule see www.kufs.ku.edu/about/forms): $__________

Name of group:

Group affiliation:
   ____University of Kansas  
   ____Non-KU educational group  
   ____Other (describe):

Purpose of the event:

Expected number of attendees (for each day, if more than one day):

Portion of the Armitage Education Center to be used:
   ____Main meeting room (includes restrooms and commons area)  
   ____Kitchen facility for food storage and preparation  
   ____Other small meeting areas or outdoor patio  
   ____Outdoor grounds or lawn

For the event:
   Date(s) of event:  
   Day(s) of week:  
   Time (beginning and ending):  
   Describe any special assistance requested from the KU Field Station:

Applicant agrees:
   • To abide by established policies and any special conditions set forth for use of the facility.  
   • To contact the Associate Director for Outreach (Scott W. Campbell, 785-864-1502 or swcamp@ku.edu) in advance of the event to arrange access to the facility and review conditions for use.  
   • That alcohol may only be served at events related to authorized University functions approved by the KU Chancellor (https://documents.ku.edu/policies/Chancellor/AlcoholicLiquoratUniversityEvents.htm); KU alcoholic beverage request form: https://documents.ku.edu/policies/provost/alcoholicbeveragerequest.pdf.  
   • That all arrangements with KU Catering (KU Union) for food and /or alcohol are the responsibility of the applicant, as are arrangements with any other food caterers. The KU Field Station does not provide any food services (other than making the kitchen available).  
   • To pay user fees promptly.

Submit application to Scott W. Campbell, Associate Director for Outreach (swcamp@ku.edu; 785-864-1502).  
Rev. 10/22/13