

K-State Wesley
Request for Facility Use

This form is a request for use only. To complete a facility space reservation at the K-State Wesley, all reservation paperwork must be completed, signed and submitted along with proper payment(s).

Name of group or individual _____
Address _____ Lessee _____
Phone _____ Email _____

Check One: Wesley Resident _____ UMCM Affiliate _____ Non-UMCM Affiliate _____

Requested Date _____ Time _____

Space(s) requested—Mark all that apply

The L _____
Large gathering room with TV couches & tables (holds # 78)
6– 6 foot tables, 6 chairs per table and
seating for 120 in lecture style rows of chairs

The Rogers Room _____
Meeting Room & pool table (holds # 16)

Kitchen _____

Resident Room
Each room maximum occupancy of 4 number of rooms requested (2,3, and 4 person rooms available) _____

General Information:

Expected Attendance: _____

Special Equipment Requested :

I understand that all requests are not approved unless signed by a representative of the K-State Wesley.

If request is granted, I understand that I will be responsible for my group's activities and conduct during the function and may be required to pay for repair and/or replacement of damaged areas or items. The common space rate includes use of the kitchen, with beverage service coffee, tea and water. All reservations require a pre-payment of half of the total contract rate. **Prepayment is non-refundable should event be cancelled.** Full cost of equipment replacement or damages, assessed at checkout.

Abuse of the attached useage guidelines may result in restricted or withdrawn privileges.

Signature of Applicant

Date

Date received : _____
By: _____

Approved/Denied
Contacted on _____ By _____

Reservation meeting: _____

Rental Facilities Rates 2012-2013

| Facility Name | Room Occupancy | Room Type | Features | Daily Fee | No Overnight Stay Fee | Overnight Fee |
|-----------------|----------------|---|--|-----------|-----------------------|---|
| The L | 70 | Entry foyer area, Meeting space, restrooms, access to kitchen | Couches, open, airy meeting space, Flat screen TV | \$150.00 | \$150.00 | \$100.00 |
| Kitchen | 12 | Connected to meeting space, Adjacent to the L | Beverage station, 5 tables with seating for up to 30 | included | included | included |
| The Rogers Room | 16 | Meeting space, self-contained | Meeting table with seating for 16 | included | included | included |
| Resident Rooms | 4 | Bunk beds, wardrobes, desk and chair | 4 small tables with seating for 4 | | | \$25 adults \$15 youth 19 years of age and younger |