

K-State Wesley
Conference Group
Rules and Regulations

Reservation applicants must read the following rules and regulations, and initial each to verify acceptance.

Initial

- _____ Applications for the use of the Wesley should be on file three business days in advance; time or date changes in a scheduled rental must be approved at least one business day in advance. Payment is due when reservation is made and is non refundable.
- _____ All events must end by agreed upon check out time or charges will be assessed.
- _____ All reservations are subject to approval by K-State Wesley and subject to change.
- _____ Cleaning supplies are provided for the lessee to use. The Wesley must be returned in the same condition as it was issued. If necessary, damages and cleaning charges will be assessed. A check out walk through must be conducted prior to departure.
- _____ Care must be taken with tape. Use of cellophane tape or packing tape on walls and finished wood can pull off the finish. Masking tape is generally safe for use.
- _____ Wesley regulations prohibit the use of fireworks, firearms, alcohol, tobacco products, and controlled substances in the building and on the premises.
- _____ Vending and sales in the Wesley is not allowed.
- _____ Wesley staff will open the facility at designated check in time. If the lessee is not present 10 minutes past the check -in time, staff will leave the center and will not return unless contacted by the lessee. Charges will be assessed accordingly.
- _____ After checking in, the lessee must contact staff to make arrangements for an early checkout if the lessee wishes to leave prior to the designated time.
- _____ Use of the big screen television is available only on request at the time of reserving the Wesley. This includes use of the DVD and VCR player. Please note if you choose this option, you will assume liability and full replacement costs for those items.
- _____ Youth must have adult supervision at all times.
- _____ Residents agree to waive any claims, including claims for negligence, against The United Methodist Campus Ministry at Kansas State University, The United Methodist Church and any related entities, and their employees and agents for loss of property or for personal injury to the resident(s) or his or her family or guests arising from use of the premises.
- _____ The lessee must be present during check in (Date _____) and checkout (Date _____). At no time during the rental period is the building to be left unattended.

I have received, read, and reviewed the Rules and Regulations. I understand the conditions, rules and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that all rules and regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant

Date

Wesley Staff Signature

Date