

# Agronomy Education Center Building Usage Guidelines

## The Agronomy Education Center is available for use by the following:

- KSU Department of Agronomy
- Kansas Corn Commission (building donor)
- Kansas Soybean Commission (building donor)
- Topcon Agriculture (building donor)
- Other agricultural organizations
- Kansas State University
- Industry Partners

## Hours of Operation

- The regular operating hours are Monday – Friday from 8:00 am – 5:00 pm.
- Events held outside of regular operating hours will be charged an additional \$50 fee.

## Reservations, Fees & Cancellation Policy

- Prospective users must fill out a [Building Use Agreement](#) and have it approved prior to the event being placed on the building calendar. A request can be made any time, but final confirmation will not be made until 90 days prior to the event.
- See [Building Usage Fee](#) schedule for room use rates.
- Cancellations of reservations more than 30 days prior to the event will be charged a \$50 cancellation fee. Cancellations of reservations made less than 30 days prior to the event will be charged 50% of the room use rate.

## Food Service

- Prospective users will be provided a list of [Preferred Caterers](#).
- Alternate caterers must be requested prior to reservation approval.

## Alcohol Service

- All service of alcoholic beverages must have written approval by the Office of the University President. Submit form, [Alcoholic Beverage Request](#), at least 15 days prior to the event.
- All service of alcoholic beverages must meet all requirements of the [University Alcohol Policy](#).
- Alcoholic beverages may only be served in the Exhibit Hall & Foyer. Per university policy, alcoholic beverages in classrooms are prohibited.
- No alcoholic beverages may be brought into the facility by any party other than the approved caterer.

- The organization sponsoring the event assumes the responsibility for compliance with all laws governing the dispensing and serving of alcoholic beverages.
- All events where alcohol is served shall be by invitation only and cannot be open to the public.
- An approved caterer who holds the required licenses to serve alcoholic beverages is required. All alcoholic beverages must be purchased through the licensed caterer. No cash bars are allowed.
- Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages.
- Alcoholic beverages are not allowed outside the designated boundaries of the Agronomy Education Center.
- Agronomy Education Center management reserves the right to control the time and length of an event in which alcohol is served. Management further reserves the right to deny service to individuals and to discontinue the service of alcoholic beverages prior to the scheduled ending time should the conduct and decorum of the guests or violations of these guidelines or state laws make it necessary to do so. If management thinks it is necessary to have security at the event, they will arrange such, at the expense of the event sponsor.
- All alcohol must be served by the catering staff. Bottles of alcohol are not to be placed on guest tables, nor are guests to have the ability to serve themselves.
- Alcoholic beverage service must end 30 minutes prior to the end of the event.

## Audiovisual Equipment & Internet Access

- Audiovisual equipment is available for event use. Event sponsor will ensure hardware compatibility with their devices prior to start of event.
- Free wireless internet access is available for all guests.

## General Operation Policies

- The removal of any fixtures, furniture or furnishings from the building is prohibited.
- The Agronomy Education Center is not responsible for lost, damaged or stolen articles.
- Animals are not allowed inside the building, except for those licensed to assist persons with disabilities.
- The organization sponsoring the event will assume all costs for damage to the building.
- A no smoking and no tobacco policy is in effect inside the building.