

*The following policy and procedures have been established to further clarify use of Kirkhof Center space per the Grounds and Facility Use Policy and the Commercial Activity Policy. (August 2017)*

### **Kirkhof Center Rental Rates for Commercial Activity**

Students, employees, and those not affiliated with the University may engage in Commercial Activities inside the Kirkhof Center when renting space. Limited space is available for Commercial Activity. Up to one table space in the main lobby will be permitted when space is available for a maximum of 3 days per semester. The cost to rent a table indoors is \$250 per day. Lobby use for commercial activity is limited to weekdays when class is in session during normal building hours. Other than main lobby table space individual students, employees, and those not affiliated with the university are limited to the following Kirkhof Center rooms to conduct Commercial Activity: (2250, 2204, 2263, 2215/2216) at the established room rental rate.

### **Kirkhof Center Lobby Use Policy**

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All Kirkhof Center facilities including lobby space is scheduled through the Event Services Office. Kirkhof Center lobby use activities must abide by the following regulations.

- 1) Requesters will be assigned a specific table location and times to conduct their activity when the reservation is confirmed.  
*(Due to the high demand for table space in the Kirkhof Center organizations are usually limited to a space that includes one table and two chairs, however, exceptions may be granted for additional space and tables if available).*
- 2) The name of the reserving organization or department must be displayed at the location by reserving party.
- 3) Any information distributed must bear the name of the individual or organization responsible for the publication.
- 4) All individuals involved with an activity are required to stay at the designated table area. Individuals should be behind the table or standing within "arm's length" of the table.
- 5) Student organizations may hold up to 5 activities per semester depending on space availability. An activity is limited to 5 consecutive days when space is available.
- 6) Reservation requests by registered student organizations may be requested no earlier than a minimum of 30 days in advance of the requested date.
- 7) Bake sale reservations are available for a maximum of three (3) hours per student organization, per day.
- 8) Bake sale items must be individually wrapped. A bake sale with non-store bought items does not require a food waiver. Any sale with store bought food items being sold will require a food waiver approved in advance by Campus Dining.
- 9) A maximum of four (4) people from an organization are allowed at the table at a time.
- 10) Commercial activities of similar nature will not be scheduled at the same time.
- 11) Individuals and organizations must clean up all items and area used when activity is completed.
- 12) Failure to abide by these regulations may result in cancellation of the current activity and/or also loss of privileges for future activities.

### **Application Process**

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Individuals and organizations wishing to apply to conduct commercial activity must complete the **Commercial Activity Space Use Application Form:** (2 versions - University Affiliation or Non-University Affiliation)

*Note: This form is used by student organizations when conducting a commercial activity that involves selling a product like a bake sale.*

Individuals and organizations wishing to register to conduct expressive activity must complete the **Expressive Activity Designated Space Use Registration Form:** (2 versions - University Affiliation or Non-University Affiliation)

*Note: This form is used by student organizations when conducting an activity that collects donations for a specific cause.*