

Classroom Reservation Request

Date of Request: _____

- 1) Department Name: _____
- 2) Contact Name: _____
- 3) Work Phone: _____ Cell: _____ E-Mail Address: _____
- 4) Post Mail Address: _____
- 5) Instructor of Record: _____ E-Mail Address: _____
- 6) Course Title (as to appear on digital signage): _____
 Number: _____ Section: _____ Enrollment min: _____ Enrollment max: _____ Anticipated Attendance: _____
- 7) Class Dates: _____
- 8) Class Start Time: _____ Class End Time: _____
- 9) Preferred Room Type (select one):

- Lab:
- Competition Kitchen:
- Outdoor Kitchen:
- R&D Kitchen:
- Studio Kitchen:
- Classroom:
- (If classroom format is selected please indicated preferred room layout below.)*

- U-Shape: ~~//////////~~ (Seats up to 28)
- Classroom: ~~//////////~~ (Seats up to 40)
- Conference: ~~//////////~~ (Seats up to 12)

The lab areas at K-State Olathe are managed by Andrena Keesee (andrena@k-state.edu, 913-307-7309). The kitchen areas are managed by Bryan Severns (brysev@k-state.edu, 913-307-7313). For questions about room specifics or needs please contact them.

- 10) Audiovisual Needs (certain equipment is only available in certain rooms);

- Computer: _____
- Monitor: _____
- Large Screen: ~~//////////~~ _____
- Projector: _____
- Document Camera: ~~//////////~~ _____
- Audio Conference: _____
- Video Conference: _____
- Lapel Mic: _____
- Hand-held Mic: _____
- Podium Mic: ~~//////////~~ _____
- Other: ~~//////////~~ _____

Audiovisual support at K-State Olathe is managed by Chad Roberts. If you have questions or specific needs please contact Chad at (cdr130@k-state.edu, 913-307-7359). He will also need your Department's I.T. Support Contact's name & information to setup services.

- By submitting this request, you agree to adhere to the policies/procedures of K-State and the Olathe campus, including the following:*
- *Rooms and facilities must be left in generally the same condition that they were found prior to the event.*
 - *No firearms/explosives/fireworks are allowed.*
 - *A NO SMOKING and NO TOBACCO policy is in effect inside the building and on all property surrounding the building.*
 - *Animals are not permitted in the building, with the exception of animals licensed to assist persons with disabilities, research animals or animals used as part of an academic program.*
 - *K-State Olathe is not responsible for lost, damaged or stolen articles.*
 - *Parking is free and available in K-State Olathe lots.*
 - *K-State Olathe is completely handicap-accessible.*

Once your request has been approved, a confirmation with room assignment will be sent to the contact name listed above.

For approval, submit classroom reservation requests to:

Dana Reinert, Kansas State University - Olathe
 dmr4159@ksu.edu | Room 227 | 913-307-7340

Approved by: _____
 Date approved: _____
 Room #: _____