Robbins Center  
Fort Hays State University  
Building Policies & Contract

**General Policies:**  
The renting organization using the Robbins Center assumes responsibility for any damage to the room and its contents; and is furthermore accountable for the actions of the participants involved.

The Robbins Center and Fort Hays State University will not be responsible or assume responsibility for items lost, damaged, or stolen or for injury to individual person(s) in the Robbins Center.

All guests must vacate the rented space within thirty minutes of the closing of the event without prior approval from the Facilities Coordinator.

At any scheduled event where fire capacity is exceeded, the renting organization shall be required to take immediate measures to become compliant or the Facilities Coordinator may close down the event.

In the event of an emergency, the Facilities Coordinator will follow the proper procedures outlined, and all building occupants are expected to follow all instructions given to them by Robbins Center staff.

Recurring events will be considered, but approval is subject to limitations of time and available space. Regularly scheduled university semester classes cannot be held in the Robbins Center. Exceptions may include intersession or short-term courses.

A **No Smoking, No Tobacco, No Firearms** policy is in effect inside the Center and on the outside terrace areas.

The fireplace, if needed, must be set and attended by the Facilities Coordinator.

The Robbins Center restroom facilities are not open to participating athletes utilizing Gross Memorial Coliseum.

**Rental Days and Times:**

Available Event Hours: Monday – Friday 8:00AM – 10:00PM  
Building Staffed: Monday – Friday 8:00AM – 5:00PM


Approval by the President of the FHSU Foundation must be given for any special event or event falling outside of normal availability. **All fees related to special events supersede all stated fees.**
Set-Up:
The set-up of Eagle Communications Hall will be arranged with the Facilities Coordinator at the time the room reservation is confirmed. The Dreiling Board Room, Stehno Family Room, and Reception area have predetermined set-ups; no groups are allowed to reconfigure those rooms due to possibility of damage to furniture and to prevent personal injury.

The removal of any fixtures, furniture or furnishings from the Robbins Center is prohibited.

Decorations:
All decorations and rental items must be approved by the Facilities Coordinator. Decorations must be freestanding, including signs; no items may be attached to walls or the ceiling. No posters or banners will be permitted on the Robbins Center exterior or grounds without the approval of the Facilities Coordinator. Groups that cause damage to the facility will be assessed a $100.00 Damage Fee or the actual cost of repair, whichever is greater.

Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

Glitter, sprinkles, confetti, rice, hay, sand weights, dance wax, powder, or similar materials will not be allowed in the Robbins Center.

Open flame candles are prohibited. Candles must be enclosed in glass and used with holders to prevent a fire hazard. Any wax cleanup costs will be billed to the renting organization. Candles in Hurricane Lamps, as well as oil lamps are permissible.

Helium balloons are prohibited.

Decorations, exhibits and displays must be removed immediately following the event or activity.

A/V Equipment:
All Audio and Video equipment that is permanently installed in the Robbins Center including flat screen monitors, microphones, and the projector in Eagle Hall may be used with and under the direction of the Facilities Coordinator. All other equipment needs must be pre-arranged with outside sources.

The Robbins Center does not maintain a full time technical/electronic support staff. Renters are highly encouraged to test the compatibility of their utilities (Laptops, music, etc.) with the display and amplification equipment housed in the rooms rented before their event. The Robbins Center will not be held responsible for malfunctioning equipment, either the renter’s or the Robbins Center’s.

Any questions regarding Robbins Center A/V equipment functionality or operation should be directed to the Facilities Coordinator before the scheduled event.

If on-site troubleshooting is required from either the Facilities Coordinator or other Robbins Center staff there will be a $20.00/Hour Technical Staff Fee for each staff member, with a minimum charge of $20.00.

Live music as well as additional sound amplification systems must be approved by the Facilities Coordinator.
Food and Beverages:
All food, beverage and alcohol arrangements are the responsibility of the renting organization. Preferred catering services include Chartwell’s and the Hays Bakery Shop.

Caterers will be required to cloth all tables being used during events.

All alcoholic vendors must have liability insurance. Proof of insurance must be given to the Facilities Coordinator two (2) weeks prior to the event.

The Robbins Center does not allow BYO functions and reserves the right to require security if alcohol is being served. Additional cost of security will be the responsibility of the renter and will be included in the final billing. The laws and regulations of the State of Kansas pertaining to alcohol and the consumption of alcohol shall apply to all activities at the Robbins Center.

Animals:
Animals are not allowed inside the Robbins Center, except for those licensed to assist persons with disabilities. Working animals such as Seeing Eye, hearing, service animals, and dogs used in law enforcement are the only animals permitted in the Robbins Center. The Facilities Coordinator must approve animals used in lectures and demonstrations.

Parking:
All organizations renting the Robbins Center are asked to park at the northern end of the Gross Memorial Coliseum parking lot.

Users and guests must abide by all University parking/traffic requirements, including but not limited to passenger and equipment loading/unloading, observance of authorized parking locations, payment of fees, and display of parking permits. Payments of citations, which result from parking/traffic violations, are the sole responsibility of the user and their guests.

Cleaning:
The room must be left clean of trash and personal belongings. The renting organization will be held financially responsible for any special clean up, maintenance, repair or replacement costs, resulting from their event or activity.

Fronting:
University departments and student organizations may not serve as fronts for off campus organizations. If fronting is discovered, outside rental rates will apply. University departments and student organizations may co-sponsor events with off campus organizations, as long as the mission of the event relates to the on campus group. The Facilities Coordinator will make the determination as to on campus vs. off campus sponsorship.

Cancellations:
Student organizations and University departments will be held responsible for all charges incurred as a result of any commitments made to facilitate an event.

If any renting organization fails to cancel a room reservation at least 72 hours prior to their event, the group shall be assessed a $75.00 Cancellation Fee and may lose the privilege of utilizing the facilities for future events.
**Security:**
The Robbins Center reserves the right to require fire, police or other security personnel for events in the Robbins Center. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the renting organization. Events requiring security coverage will not be permitted unless adequate security is available. The renting organization is responsible for all applicable security charges. No security may be provided from agencies outside the FHSUPD or their designee.

Security charges included all fees associated with providing two security professionals who will remain on site ½ hour prior to the start of the event up to ½ hour following the event. All contractual agreements with outside security firms must be copied to the Foundation Facilities Coordinator 14 days prior to the event.

**Insurance:**
All non-University organizations renting space in the Robbins Center must carry a minimum of $1,000,000 liability and name FHSU Foundation as additionally insured.

Employee sponsors and an authorized representative of the renting organization must sign an “Indemnification Agreement” transferring responsibility for any loss, damage, or theft of FHSUF property, as well as injury to the participants, to the organization or the sponsor. The renting organization must also secure proof of insurance for all events that include entertainment or serving of alcohol, or other events as determined by FHSUF. The requirements for event coverage are commercial general liability insurance with limits not less than $100,000 per person, $300,000 per occurrence bodily injury and $100,000 property damage. The policy must name FHSUF, its directors and officers, employees, and the U.S. government as additional insured. The sponsor must provide a certificate of insurance a minimum of 15 working days prior to the event or the event will be subject to cancellation.

**Fees:**
Additional fees may be incurred for the planning, administration, overhead, elaborate set-up or clean up, extensive multi-media services, special computer or electrical connections, or maintenance of any event held at the Robbins Center. If an outside caterer is used for a significant personal event a $30.00/Hour Management Fee for an Event Services Professional to oversee the event will apply.

Events approved to be held outside of available hours, on weekends, or during holidays will include a $100 Opening Fee. During summer months thermostats are set at higher levels as an energy saving measure. If the renter asks for adjustments to this set level, a $100 Adjustment Fee will be charged.

Hourly rates are available for individual rooms only. A minimum of two hours as the standard fee will be applied. Time spent in the listed space above the hourly contractual agreement will be charged 3X the hourly rate. When renting a single space, access to all other rentable areas is not permitted.

Rates for the Eagle Communications Hall, Dreiling Executive Board Room, Stehno Family Room, and the Vogel Patio are based on an hourly and 6 and 10 hour time block.

Renting the entire Robbins Center includes access to all public areas including Eagle Communications Hall, Vogel Patio, Dreiling Executive Board Room, and Stehno Family Room. At no time is access permitted to the AT&T Communications Center, or FHSU Foundation or Alumni Association Wings.
### Fee Schedule:
*(Prices are subject to change)*

<table>
<thead>
<tr>
<th>Room</th>
<th>Renting Organization</th>
<th>Rental Rates</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>6 Hours</td>
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<tr>
<td>Robbins Center</td>
<td>University</td>
<td>$325.00</td>
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<td>Non-Profit – 501(c)(3) Corps.</td>
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<td>Campus Guest</td>
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<td></td>
<td>Commercial</td>
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<td>Eagle Hall w/ Patio</td>
<td>University</td>
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<td>Vogel Patio</td>
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<td></td>
<td>Commercial</td>
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<td>Dreiling Board Room</td>
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<tr>
<td></td>
<td>Commercial</td>
<td>$150.00</td>
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</tbody>
</table>

**The non-profit rental rate only applies to 501(c)(3) tax-exempt non-profit organizations.**
**Reservations:**
Rooms are available on a first-come, first-served basis. Any reservation requests or questions should be directed to the Robbins Center Facilities Coordinator, Jesus Gaspar. Requests should be at least three (3) weeks prior to the event. A $100.00 deposit must be provided at the time the room(s) are reserved. Advertising an event prior to the event confirmation is prohibited and may result in denial of the request. After a room has been scheduled and confirmed, food service, audio-visual, and other arrangements may be made.

Jesus Gaspar  
Robbins Center Facilities Coordinator  
Fort Hays State University  
One Tiger Place  
Hays, KS 67601  
785-628-5716  
j_gaspar@fhsu.edu

All scheduled events will be reviewed and approved by the Robbins Center management prior to a contractual agreement being sent for signature.

I have read and understand the above listed policies and agree to the stated terms.

____________________________________  ____________________________________
Name                                      Date

____________________________________
Organization

____________________________________
Name of Event

____________________________________
Date of Event