



HASKELL INDIAN NATIONS UNIVERSITY  
 United States Department of the Interior  
 BUREAU OF INDIAN EDUCATION  
 155 Indian Avenue, #5028, Lawrence, Kansas 66046-4800  
 Phone: (785)830-2753



**Scan to [Lenora.goombi@bie.edu](mailto:Lenora.goombi@bie.edu)**

**AGREEMENT FOR SPACE UTILIZATION  
 (Request must be submitted (2) weeks before the scheduled date of event)**

Date of Application: \_\_\_\_\_,

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_,

Name of Event \_\_\_\_\_

Name of person heading event; Faculty or Staff sponsoring this event for a Student Event:

Email: \_\_\_\_\_

Location Requested (building & room #): \_\_\_\_\_

Haskell Organization/Club: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of requesting individual, club, or organization: \_\_\_\_\_

Special needs (i.e. we do not have any equipment to rent out; key/internet access) for any lighting

Number of people expected to attend: \_\_\_\_ will food or beverage be served? \_\_\_\_\_

Haskell has the option to cater events in its facilities or to allow the use of an outside caterer.

Are you requesting catering by Haskell? \_\_\_\_\_

Please list any special arrangements with food if needed: \_\_\_\_\_

Please sign/date and circle approved or denied for the event listed above

Approving Official: \_\_\_\_\_ CIRCLE:

Facility Manager: \_\_\_\_\_ APPROVED OR DENIED

Food Services Forman: \_\_\_\_\_ APPROVED OR DENIED

VP—University Services: \_\_\_\_\_ APPROVED OR DENIED

VP—Academic Affairs: \_\_\_\_\_ APPROVED OR DENIED

AD—Coffin Complex: \_\_\_\_\_ APPROVED OR DENIED

Housing Director: \_\_\_\_\_ APPROVED OR DENIED

President's Office: \_\_\_\_\_ APPROVED OR DENIED

The following stipulations cover this agreement:

1. Payment or arrangement for payment must be made before scheduled use. Money orders or checks drawn on organization accounts are acceptable. **No personal checks** will be accepted. Make checks and money orders payable to: Haskell Indian Nations University. **Invoicing is Processed by the Bursar's Office and payment is to be paid at the Bursar's Office.**
2. The requestor is responsible for any damage to facilities, grounds or equipment that occurs during their usage. Haskell will replace or repair property, public or private that is damaged, destroyed, lost or stolen at the expense of the requestor. Unless otherwise stipulated, **requestor is responsible for cleanup and restoring space to condition before use.** Premises on which activity is conducted shall be left free of debris, trash, or rubble. **Failure to adequately clean the area shall result in denied requests for the future.**
3. Possession or use of liquor or controlled substance is strictly prohibited. Violation will result in the immediate cancellation of this agreement, impoundment of all monies, and loss of activity privileges indefinitely. Additionally, federal or state prosecution may ensue.
4. Participants will comply with applicable standards of conduct of the federal government and Haskell, including the Code of Student Rights and Responsibilities. They will also abide by Haskell traffic and parking regulations. Vehicles of all types will be restricted to established roads, streets and parking lots unless otherwise arranged.
5. No food or beverages are permitted to come in contact with any artwork and or artifacts.
6. If temporary internet access is needed during the event, the request should be stated on page one of the space utilization or requested two weeks prior to the event the *contact person is Josh Arce 749-8482 or email [josh.arce@bie.edu](mailto:josh.arce@bie.edu)* .
7. Provision of adequate rental toilet facilities shall be the responsibility of the requestor.
8. **All outside organizations or groups must present a copy of current liability insurance policy covering personal injury and property damage before the beginning of the activity.** Haskell shall be held harmless, defended and indemnified against all claims by individuals or groups in administrative or judicial form which result from activities of the requestor.
9. If deemed necessary by Haskell or the requestor's security coverage and chaperones shall be arranged by the requestor as determined by Haskell and shall be the responsibility of the requestor.
10. If Haskell determines that security is required, the minimum security shall be one uniformed Security person during daylight hours (7:00 PM or earlier) and two uniformed personnel after 7:00 pm. Security personnel are to remain on site until one hour after the close of the event. The cost of security will be added to the cost of the rental.

11. **For larger events** such as pow-wows, basketball tournaments, etc., the Administrative Officer shall determine the **number of security personnel required**. Uniformed security personnel may be provided by a reputable security agency. Such arrangements are the responsibility of the requestor. The name and contact information of the agency providing security services must be submitted to the Administrative Officer before beginning of the activity.  
**The cost of security is the responsibility of the requestor of the event.**
12. Concession rights are reserved by Haskell and no student club or organization may be charged a concession fee. Clubs may be assessed a security or cleaning deposit. Concession arrangements are to be made through the Student Activities Director.
13. If you are not a sanctioned club/organization you will be invoiced for the use of our space.
14. Contact person for Food Services – Barbara Stumblingbear 785-830-2711
15. **On a separate sheet please tell us about your event/agenda this will assist in the approval process.**

## **ADDENDUM PAGE – REMINDERS:**

To insure that your event is well organized and coordinated, please be reminded that it is the responsibility of the Requestor to follow up with the Special Needs you listed on your submitted form. This should be done **2 weeks** prior to the scheduled event. Your point of contact for accessing required building(s) is the Haskell Facilities at 785-749-8467. If a temporary key is needed, the request is made through Ms. Stephanie Fernando (Haskell Facilities) or the VPUS office.

It is also the Requestor's responsible for securing the building once the event is over and returning the temporary key ASAP the first work day after the event. Failure to do so could cause you to be denied any future requests. (Find attached Key Request)

Payment, if applicable, is due 1-week prior to date of event:

We do not rent out chairs, tables, electrical items, and we do not have movers.

If you have any questions please stop by or call the VPUS-office (Vice President for University Services) or Email [Lenora.goombi@bie.edu](mailto:Lenora.goombi@bie.edu) 785-830-2753; L. Goombi.

I have read this agreement and agree with the stipulations and accept full responsibility for any damage or loss to facilities, ground, equipment, furniture and artwork/artifact that may be sustained as a result of usage of said facilities, grounds, or equipment.

**If Haskell Club or Organization the Sponsor must be a Federal Employee.**

\_\_\_\_\_  
**Signature: Requestor**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**