

**Application for Political Use of University Facilities**

(To be completed and provided to the manager of the facility in advance of the reservation)

Applicant: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Facility Sought: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_

**Kansas Board of Regents policy provides as follows:**

- a. State university facilities and grounds shall not be made available for fund raising events for any candidate, party committee or political committee, or for filming or otherwise producing partisan political advertisements.
- b. Except as prohibited in subsection a., state university facilities may be made available for the purpose of holding political meetings or public forums, provided there is no interference with regularly scheduled functions, the person requesting the space can clearly demonstrate that there is not otherwise available a reasonably suitable facility in the community, students are permitted to hear the speakers without charge, and payment of the regular fees for use of the facilities made in advance of such use.

**To ensure compliance with Regents policy, applicant must supply the following information:**

Purpose of event: \_\_\_\_\_

Planned use of facility: \_\_\_\_\_

What is the factual basis for your projected attendance? \_\_\_\_\_

What other facilities in the community have you consulted? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are those facilities not suitable for your event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing below, the applicant declares under penalty of perjury and subject to other potential criminal penalties that the information provided and the statements below are true and correct:**

(Initial)

\_\_\_ No fundraising for any party or candidate will be performed by Applicant or its agents, employees, or volunteers during the event, and campaign contributions will not be solicited or accepted.

\_\_\_ Students will be permitted to attend the event free of charge.

\_\_\_ Applicant sought other facilities in the community for this event, but no suitable facilities were available.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_