

Application for Use of the Armitage Education Center
at the
University of Kansas Field Station

Application date:

Applicant contact information:

Name:
Phone:
Email:
Address:

Billing information (name plus address or email):

Name of group:

Group affiliation:

_____ University of Kansas
_____ Non-KU educational group
_____ Other (describe):

Purpose of the event:

Expected number of attendees (for each day, if more than one day):

Portion of the Armitage Education Center to be used:

_____ Main meeting room (includes restrooms and commons area)
_____ Kitchen facility for food storage and preparation
_____ Other small meeting areas or outdoor patio
_____ Outdoor grounds or lawn

For the event:

Date(s) of event:
Day(s) of week:
Time (beginning and ending):
Describe any special assistance requested from the KU Field Station:

Applicant agrees:

- To abide by established policies and any special conditions set forth for use of the facility.
- To contact the Associate Director of the KU Field Station (W. Dean Kettle, 785-864-1540 or kettle@ku.edu) in advance of the event to arrange access to the facility and review conditions for use.
- That alcohol may only be served at events related to authorized University functions approved by the KU Chancellor (<https://documents.ku.edu/policies/provost/AlcoholicLiquoratUniversityEvents.htm>); KU alcoholic beverage request form <https://documents.ku.edu/policies/provost/alcoholicbeveragerequest.pdf>.
- That all arrangements with KU Catering (KU Union) for food and /or alcohol are the responsibility of the applicant, as are arrangements with any other food caterers. The KU Field Station does not provide any food services (other than making the kitchen available).
- To promptly pay use fees.

Submit application to W. Dean Kettle, KU Field Station Associate Director (kettle@ku.edu; 785-864-1540).