

IGP Institute Building Usage Guidelines

The IGP Institute is available for use by the following:

- IGP Institute Stakeholders, Members and Affiliates
- IGP Institute Course Participants and Staff
- KSU Grain Science and Industry Faculty, Staff and Students
- Industry Partners
- Kansas State University
- General Public

Hours of Operation

The regular operating hours of the IGP Institute are Monday – Friday from 8:00 a.m. – 5:00 p.m. and during scheduled events. The IGP Institute will be closed on all official university holidays. Exceptions to this policy may be approved for scheduled events.

Usage Guidelines

Fees and Reservations

- Prospective users must fill out a Building Usage Request and have it approved before the event can be placed on the IGP Institute Calendar.
- There is a \$50.00 deposit required for reserving the building for your event. This deposit is held until the conclusion of the event. At which time is applied to the rental costs or returned to the sponsor.
- All University Department's must also pay the \$50.00 deposit to hold the space for the event.
- To secure the space the deposit fee and rental agreement are required.
- For a non-university group to secure the space, a deposit in the amount of \$50.00 fee and a signed rental agreement are required.
- If renting the IGP Institute for a weekday event that is a half day then half of the full day rate will be charged.
- All weekend events or after hour events are charged at a full day rate.

Alcohol

- All service of alcoholic beverages at the IGP Institute must have written approval of the Office of the University president in writing two weeks prior to the event.
- No alcoholic beverages may be brought into the facility by a party other than the approved caterer.
- The individual or agency sponsoring the event assumes responsibility for compliance with all laws governing the dispensing and serving of alcoholic beverages.

- No alcoholic beverages may be sold without a license. A caterer having the required licenses to serve the alcoholic beverages is required for events. Sale of alcoholic beverages must be arranged for and purchased through a licensed caterer of alcoholic beverages.
- Only persons of legal drinking age may possess, be served or be permitted to consume alcoholic beverages.
- Alcoholic beverages are not allowed outside the designated boundaries of the IGP Institute.
- The Institute staff reserves the right to control the time and length of an event in which alcohol is served. The Institute staff further reserves the right to deny service to individuals and to discontinue the service of alcoholic beverages prior to the scheduled ending time should the conduct and decorum of the guests or violations of these guidelines or state laws make it necessary to do so. If the staff member on duty thinks it is necessary to have security at the event, they will arrange such, at the expense of the sponsor.
- All alcohol must be served by the catering staff. Bottles of alcohol are not to be placed on guest tables, nor are guests to have the ability to serve themselves.
- Alcoholic beverages must be purchased prior to 30 minutes before the end of the event.

Cancellation Policy

Cancellations of reservations more than 30 days prior to the event, 100% refund, less a \$15.00 handling fee. Cancellations made less than 30 days prior to the event will be charged 50% of room rental fee. Cancellations made less than 15 days prior to an event will be charged 100% of room rental fee.

Internet Access

- Free wireless internet access is available for all IGP Institute guests.
- Cell phone charging access is available to all IGP Institute guests.

General Policies for IGP Institute Operations

- The removal of any fixtures, furniture or furnishings from the Institute is prohibited.
- The Institute is not responsible for lost, damaged or stolen articles.
- Animals are not allowed inside the Institute, except for those licensed to assist persons with disabilities.
- Renters will assume all costs for damage to the IGP Institute.
- A NO SMOKING and NO TOBACCO policy is in effect inside the Institute.