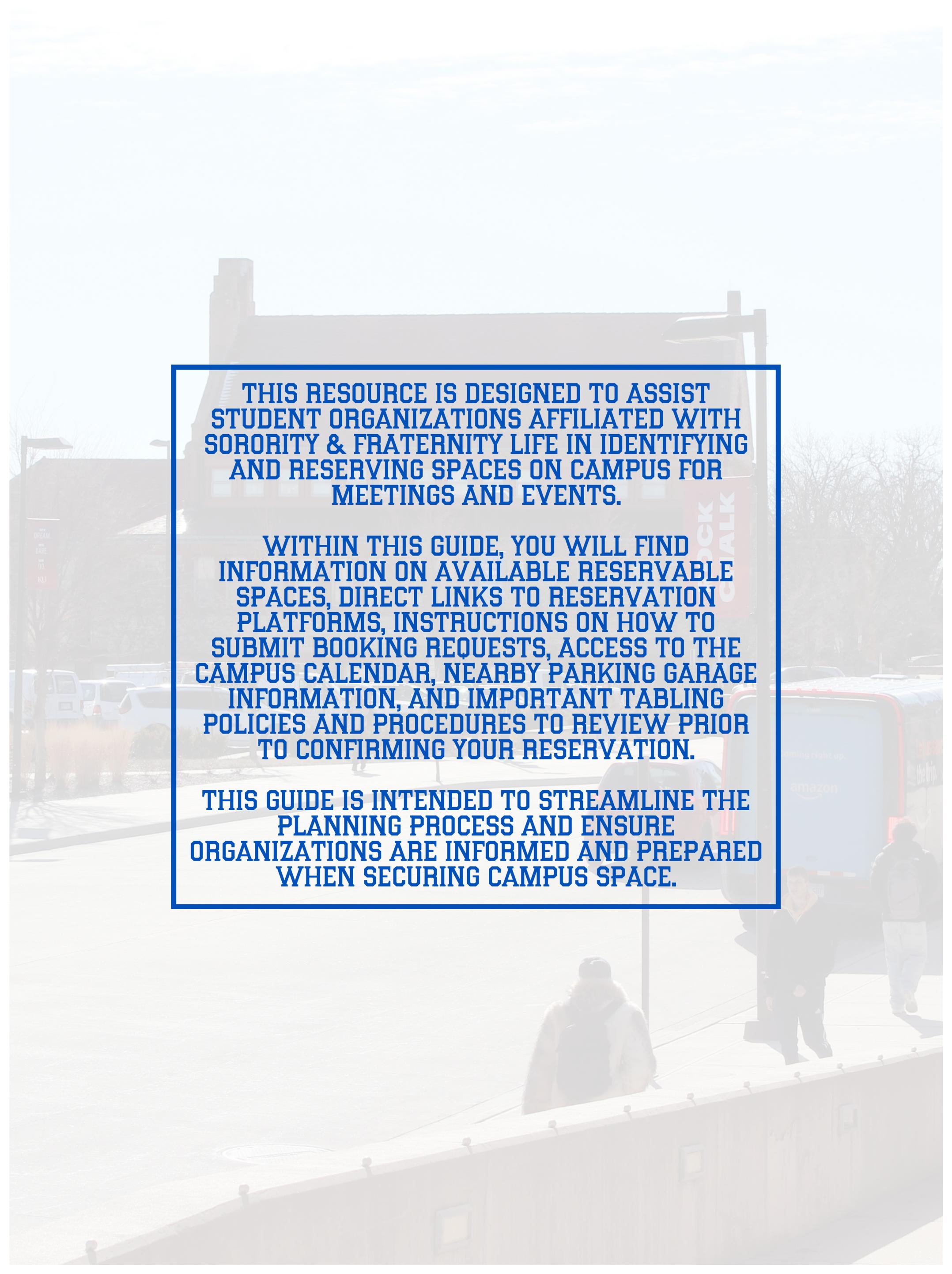


SORORITY & 
FRATERNITY LIFE
THE UNIVERSITY OF KANSAS

CAMPUS BOOKING RESOURCE

Produced by the Office of Sorority & Fraternity Life

A background image of a campus scene with a blue text box overlay. The scene includes a brick building, a parking lot with white cars, a blue bus with 'amazon' branding, and several people walking. The text box is centered and contains three paragraphs of blue text.

THIS RESOURCE IS DESIGNED TO ASSIST STUDENT ORGANIZATIONS AFFILIATED WITH SORORITY & FRATERNITY LIFE IN IDENTIFYING AND RESERVING SPACES ON CAMPUS FOR MEETINGS AND EVENTS.

WITHIN THIS GUIDE, YOU WILL FIND INFORMATION ON AVAILABLE RESERVABLE SPACES, DIRECT LINKS TO RESERVATION PLATFORMS, INSTRUCTIONS ON HOW TO SUBMIT BOOKING REQUESTS, ACCESS TO THE CAMPUS CALENDAR, NEARBY PARKING GARAGE INFORMATION, AND IMPORTANT TABLING POLICIES AND PROCEDURES TO REVIEW PRIOR TO CONFIRMING YOUR RESERVATION.

THIS GUIDE IS INTENDED TO STREAMLINE THE PLANNING PROCESS AND ENSURE ORGANIZATIONS ARE INFORMED AND PREPARED WHEN SECURING CAMPUS SPACE.

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OVERVIEW OF CAMPUS SPACES

UNION SPACES

* These spaces are ideal for hosting meetings, banquet-style dinners, or initiation events. If your group is planning to include catering for any type of event, Union spaces are where you will want to book. *
There is no rental cost for Registered Student Organizations when reserving union spaces during normal operating hours. Fees may apply for events held outside of standard operating hours.

1 SPACES TO RESERVE

- [KU Memorial Unions Spaces](#) ([Both Burge Union & KU Memorial Union](#))

2 TO RESERVE UNION SPACES

- Book your event through the [KU EMS Website](#). If you are not registered then you must request an account.
- If you are unsure of how to navigate EMS or need additional guidance, please reach out to either your assigned chapter support staff member/advisor or a SFL staff member.

3 PARKING INFORMATION

- To view campus parking garages, go to page 5.

[BURGE UNION](#)

[KU MEMORIAL UNION](#)

4 WEEKEND HOURS

- KU Union: Friday & Saturday 8am-10pm, Closed Sunday
- Burge Union: Friday 8am-5pm, Closed Saturday & Sunday
- Refer to [policy information](#) regarding extended hours

5 POLICY INFORMATION

- Review the [Kansas Union Policies](#) to ensure no extra fees or cancellations

CLASSROOM SPACES

* Below are steps to reserve classroom spaces, the types of classrooms to reserve with their capacity and location, and lastly the policy information associated with room reservations. *

1 AVAILABLE SPACES

- [View Rooms by Building or Type](#)

2 TO RESERVE CLASSROOM SPACES

- Use the [Event Reservation Room Request](#) to begin a reservation request.
- Have to be in Good Standing with the Student Engagement Center.

3 POLICY INFORMATION

- Review the [Policies & Procedures for Room Reservations](#)

ADDITIONAL CAMPUS BUILDINGS

DANFORTH CHAPEL

Danforth Chapel was dedicated in 1946. It was named after William Danforth whose grant from the Danforth Foundation provided the impetus for beginning construction. The Chapel is nondenominational and provides a quiet place for individual meditation and prayer as well as weddings, student organization gatherings, and other special occasions.

The hourly rental rate for Danforth Chapel is \$250. This applies to registered student groups, university departments, and non-ku clients.

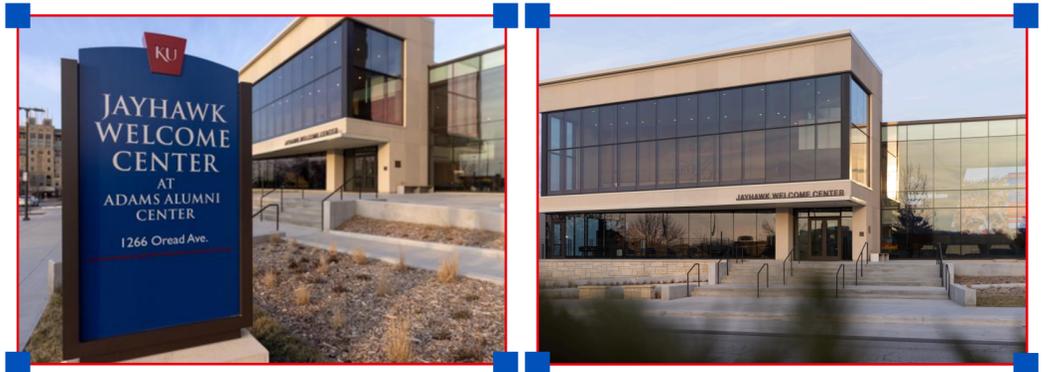
Reservations for Danforth Chapel are available through the KU Memorial Union Event Services office by calling (785) 864-2444 or emailing eventservices@ku.edu.



JAYHAWK WELCOME CENTER

The Jayhawk Welcome Center at the University of Kansas is a modern gateway to campus, serving as the main starting point for prospective students, families, and visitors. Connected to the Adams Alumni Center, it features interactive exhibits, state-of-the-art video displays, and panoramic views that highlight KU's programs, traditions, and Jayhawk spirit.

In order to book, organizations must fill out the [inquiry form](#) and go through the process to receive a quote and secure a reservation.



SPENCER MUSEUM OF ART

The Spencer Museum of Art, located on the University of Kansas campus in Lawrence, is a free, public art museum dedicated to connecting people with art from around the world. Its collection includes tens of thousands of works spanning thousands of years and representing diverse cultures, media, and perspectives, from ancient art to contemporary practices.

In order to book, organizations must fill out the [facility use request form](#). Fees will vary based on staffing, security, and equipment needs

Weekend Hours: Saturday 12PM–5PM, Sunday 12PM–5PM



CAMPUS CALENDAR

AS YOU PLAN YOUR EVENT, WE ENCOURAGE YOU TO REVIEW THE [CAMPUS CALENDAR](#) TO STAY INFORMED OF OTHER MAJOR CAMPUS EVENTS.

PARKING

KU CAMPUS PARKING GARAGES:

MISSISSIPPI STREET GARAGE

ALLEN FIELDHOUSE GARAGE

CENTRAL DISTRICT GARAGE

- The parking garages typically have more open spaces available than meters in surface lots.
- Hourly garage parking is \$2.25 for the first hour and \$2.00 for all subsequent hours.
- You can pay using the [ParkMobile app](#) to pay for hourly parking in marked parking spaces, and all yellow lots on campus.
- [Visitor permits](#) are available for a few parking lots where a parking garage is not within a reasonable distance of your campus destination.

TABLING PROCEDURES

Tabling

Table reservations are made on a first-come, first served basis. Event Services reserves the right to reassign table placements to maximize table availability.

Event Services Contact Info:

- Email: eventservices@ku.edu
- Phone: (785) 864-2444

Tabling is available at specific locations assigned by Event Services:

- Kansas Union 4th Floor Jayhawk Walk
- Burge Union Lobby Bench
- DeBruce Center Level 1
- Kansas Union Ascher Plaza
- Burge Union Northeast Plaza

Tabling submissions for the above locations need to be made on the [EMS system](#). If you are not set up in the system and have questions, please reach out to either your assigned chapter support staff member/advisor or a SFL staff member.

Info tables will be scheduled up to 10 days at a time. An off-campus vendor is limited to 5 days per semester. A sign must be posted with the sponsoring organization and outside entity's name, if applicable. All tables must be staffed with the organization's volunteers, and they must remain behind the table. Standing in front of the table to distribute information is not permitted. Organization representatives may not leave the established area to approach nor solicit patrons.

Space limitations: Tables are 6' x 30" with two chairs behind the table. The group's inventory must be limited to the space above and below the assigned table. The assigned floor space will be 5 feet by 6 feet area. Sound amplification is not permitted. Table assignments are non-transferable. In case of inclement weather, groups tabling outside may not move their tables inside or under the Kansas Union front arches due to space limitations and safety. Call 785-864-1170 to see if inside tabling is available. All materials must be removed at the end of each day. Items left behind will be discarded. The KU Memorial Unions assumes no responsibility for personal or organizational items lost, stolen, or damaged. One warning will be given for an organization's failure to comply with tabling policies. Booking privileges may be revoked for a second violation.

Tabling on Wescoe

For tabling on Wescoe, groups must complete the [Public Assembly Registration Form](#) and are encouraged to review the full policy before submitting. Assemblies may proceed once the form is completed and policy requirements are met, unless notified otherwise by the university.