

## Hoffman Lounge Policies and Procedures

### Room Rental

- College of Human Ecology faculty and staff are able to reserve Hoffman Lounge for any university-sponsored events.
- Student groups may also request Hoffman Lounge for a university-sponsored event, but they must have a faculty/staff member present for the entirety of the event.
- The Dean's Office has the right to refuse any reservations if it is in the best interest of the college. This applies to space usage that would interfere with the student population being able to study or meet about classes.
- Outside organizations who wish to use Hoffman Lounge in conjunction with Lacy's Fresh Fare and Catering should make arrangements with Chelsi Medved, [cmedved@k-state.edu](mailto:cmedved@k-state.edu). Event support will be minimal for this arrangement.
- Outside organizations wishing to use Hoffman Lounge, not in conjunction with Lacy's Fresh Fare and Catering, must have a College of Human Ecology faculty/staff sponsor. Although the space is free of charge, sponsors are responsible for all aspects of the event planning including any notices to facilities, parking requests, furniture moving, and cleaning.
- Room rentals will be scheduled 30 minutes apart to allow for set-up and clean-up.

### Furniture

- Furniture is able to be moved to meet a group's needs. However, furniture should be placed back in its original spot at the conclusion of the event. A diagram illustrating where furniture should be placed is provided on page 5.
- The furniture should be treated with respect. Guests should not sit or stand on tables or chairs. Food and drink are allowed, but groups are asked to be careful and clean any spills at the time they occur. If a spill is unable to be cleaned, an email should be sent to Chelsi Medved, [cmedved@k-state.edu](mailto:cmedved@k-state.edu), to report the spill so it can be handled properly.
- No furniture should be removed from Hoffman Lounge without prior permission from Chelsi. In the event of furniture removal, groups will be responsible for removing the furniture and then returning it to its proper place (see diagram on page 5).
- Tablecloths are available to borrow from the Dean's Office. Please work with Chelsi if you need event supplies.

### Food and Drink

- Hoffman Lounge does allow food and beverage in the entire space.

- If a group is providing food for a “public” event, a request must be made to Dr. Ron Bridges, ronbrid@k-state.edu, with the Division of Facilities along with a room request (<http://www.k-state.edu/facilities/RequestBuilding.pdf>). A public event is an open event where anyone from campus or the community could attend. Please see the university food policy on page 4.
- If a group is hosting a “closed” event, no forms need to be submitted to the Division of Facilities. The group, however, is responsible for proper storage and serving of the food they are providing. Please see the university food policy on page 3.
- If guests bring in any food or drink, they are asked to take all trash to the outside dumpster. Additional trash bags are provided on/in each receptacle and should be replaced.
- Alcohol is permitted in Hoffman Lounge. Any group wishing to provide alcohol at an event must have it approved by Chelsi Medved and the university. Alcohol may only be served by a licensed caterer. All drinks must remain in the common areas on the first floor (Hoffman Lounge and Hodgson Lounge)

## Technology

**Please note: There is no computing support available in the evenings or on the weekends.** To request after hours computing resources, submit a request to a member of our Computing Support Group (121C Justin Hall, [hesupport@k-state.edu](mailto:hesupport@k-state.edu), or 785-532-1558).

- The Hoffman Lounge TV is available to use for events. Groups will need to coordinate with Marin Dowlin, [hesupport@k-state.edu](mailto:hesupport@k-state.edu), to receive any cords that are needed in advance of the event.
- The remote for the TV is located in the Dean’s Office. It can be checked out before an event and should be returned immediately or by 8:30 a.m. the next morning for an evening event.
- A sound system is also available to borrow. Groups will need to coordinate with Jeff Davis, [jgdavis@k-state.edu](mailto:jgdavis@k-state.edu), for set up and instructions in advance of the event.
- A podium is available to borrow. Groups will need to coordinate with Chelsi Medved, [cmedved@k-state.edu](mailto:cmedved@k-state.edu), in advance of the event.

## User Responsibility and Rules

Access to Hoffman Lounge is provided as a convenience and service to faculty, staff, and students in the College. Please respect all rules and responsibilities to ensure continued availability of the space. Failure to comply with these guidelines will result in denial of future requests for use and/or a charge for damages.

- Authorization to use a space is not transferable to another organization. The person authorized to assume responsibility must be a CHE faculty or staff member and be present at the meeting/event.
- The room cannot be left unattended at any time; thus, the person authorized to assume responsibility should not leave until all participants have left.
- Hoffman Lounge is a public space. Please keep noise levels to a minimum.

- Do not sit on the tables or use furniture in any way except for its intended purpose.
- Smoking is prohibited.
- All groups/individuals are responsible for cleanup of the room, including removing trash and any other meeting materials left behind, and returning the room to its original state.
- Report any general problems or concerns to Chelsi at 785-532-3360 or to the front desk in 119 Justin Hall.
- **If your plans change and you need to cancel your reservation, please call 785-532-5500 or 785-532-3360 as soon as possible so the room can be available to others.**

## Policy Regarding Events Serving Food on Campus

**Background:** Kansas State University has a long standing policy concerning special or temporary events serving food on campus.

A clear distinction is made between those that are a closed group event, i.e. members only, office only, department only; and those sponsored by a University group but inviting “**the public**” to participate (campus, city, etc.) Events fully catered by purveyors licensed by the State of Kansas will be approved.

Those who are sharing food among themselves know who is responsible for the food preparation and must make their decision to participate accordingly.

When a group sponsors an open event, “**the public**” *must reasonably expect that their health and safety will be protected*. Events open to the public with food prepared by individuals at individual locations will have a difficult time receiving approval.

**Policy:** Environmental Health & Safety would like to caution organizations about sponsoring open events involving the serving of food. Any event held on University grounds or in University buildings, whether admission is charged or not, is subject to the provisions of the Kansas Food Code, and must follow this policy and procedure. These regulations apply to **all** events.

### Procedure:

1. A food preparation plan must be submitted to the Campus Sanitarian for approval. Criteria for approval include:
  - a. the menu,
  - b. who is preparing the food,
  - c. how the food will be prepared,
  - d. where it will be prepared,
  - e. where it will be served and by whom,
  - f. how it will be cleaned up,
  - g. the time frame within which this will occur.
2. The Campus Sanitarian will review the food preparation plan and determine if it meets the provisions of the Kansas Food Code. Special attention is given to the hazard of the particular food, sanitation procedures during its preparation, transportation and serving and equipment available to maintain temperatures during preparation, transportation, and serving.
3. All events will proceed only if approval has been granted by the Campus Sanitarian.
4. Food may be served only in building or locations approved by the Division of Facilities.

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HOFFMAN LOUNGE

SCALE: 3/16" = 1'-0"



# Hoffman Lounge Everyday Setup

ENTRY  
117A

