

The University of Kansas Edwards Campus ("KUEC")
Rules and Regulations for Use of Technology
Addendum B
Revised 4/8/2024

1. In preparation for event room rental guest is encouraged to schedule a two hour (or less) rehearsal at no cost. There may be costs for additional rehearsals scheduled. Must be scheduled through your Event Coordinator.
2. Room rental guest should provide all information about IT needs at least 2 weeks prior to event. IT cannot guarantee last minute requests can be fulfilled.
3. IT Technician will check in 15 - 30 minutes prior to the event unless additional time is requested two weeks prior to the event.
4. As requested in Addendum A, room rental guest should provide a list of speakers and attendees logging on to computers for their event. This list can be given to Events Specialist the day of the event. This list will be provided to the IT department if there are concerns of misuse with the equipment.
5. All room rental guests will be given a username and password to logon to computers at the Edwards Campus for the duration of their event. Room rental guests should not give out, loan, and share or otherwise allow anyone else to use the access privileges granted to them. Access to secured information resources is provided only with proper authorization.
6. All groups hosting events at KU Edwards will have access to the KU Guest network for wireless internet.
7. Room rental guests should respect the rights of copyright owners and, when appropriate, obtain permission from owners before using or copying protected material, including but not limited to, music, movies, software, documents, images, or multimedia objects.
8. Room rental guests are responsible for all activities that occur while using information resources assigned to them and shall respect the intended use of these resources.
9. Only KUEC system administrators may install software on KUEC computers.
10. NO files may be permanently saved to the computers. Once a computer reboots the files are deleted. Room rental guests should save all files on USB drives for multi-day events.
11. Room rental guests may not install software or make unapproved modifications to the KUEC equipment. This equipment includes, but is not limited to, CD drives, hard disks, PCI expansion cards, RAM, switches, USB devices/hubs, user input devices, printers, or other hardware. Any damage done as a result of trying to install or make changes to the KUEC equipment may result in additional charges as determined solely within the discretion of the KUEC Staff.
12. Podiums cannot be moved or modified during an event or by the room rental guest. All details, including podium placement, must be requested 2 weeks prior to event.

Room rental guest - Signature of representative

Title

Date

Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor for any liability whatsoever. These rules and regulations are part of your contract with KUEC. Signature of the contract by the organization represents the agreement of the organization to abide by the terms of the contract and the Rules and Regulations for the Use of Campus Facilities which is incorporated as part of the agreement. Room assignments are subject to change depending on academic class needs.