

Kansas State Capitol Visitor Center

Facility Use Application

The Capitol Visitor Center classroom and auditorium are administered by the Kansas Historical Society. Please refer to the Use of the Capitol Visitor Center Policy, available online at kansascapitol.org, before completing this application. Submit the form to the Capitol Visitor Center coordinator, 785-296-3966; kshs.capitol@ks.gov.

Date of application: _____

Name of group _____

Contact person _____

Daytime contact number(s) _____

Evening contact number(s) _____

Address (Street, city, zip) _____

Email _____

Sponsor

All events must be sponsored by the appointing authority in the executive branch, a member of the state legislature, or an elected state official.

Name _____ Title _____

Signature _____

Date of event _____ Beginning and Ending Times _____

Room requested _____

Purpose of event _____

Approximate number of attendees _____

Request approved _____

Date

Request denied _____

Date

