Kansas State Capitol Visitor Center
Facility Use Application

The Capitol Visitor Center classroom and auditorium are administered by the Kansas Historical Society. Please read the Use of the Capitol Visitor Center Policy kshs.org/facility-rental then complete this application. Submit the form to the Capitol Visitor Center coordinator, capitol@kshs.org.

Date of application ___________________________________________________________________________________________
Name of group _______________________________________________________________________________________________
Contact person _______________________________________________________________________________________________
Daytime contact number ____________ Evening contact number ________________________________________________
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 ________________________________________________________________________________________________
Time (beginning and ending) ____________________________________________________________________________________
Room requested _______________________________________________________________________________________________
Purpose of event ______________________________________________________________________________________________
Approximate number of attendees ______________________________________________________________________________

_______________________________________________________   ________________________________________________
Request approved                                         Date                               Request denied                                      Date

Capitol Visitor Center coordinator, capitol@kshs.org, 785-296-3966

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