

Robinson Center at KU

Information for Tournament Directors

2016-2017 School Year

1. Welcome to the Robinson Center. We appreciate you choosing us for the site of your Tournament and will do all that we can to insure a very enjoyable experience for your teams, coaches , parents, families and friends who will be attending the event.
2. Listed below are some of our policies and information regarding Robinson which should be very helpful to you.
3. **Rental Agreement/Contract.** A Rental Agreement will be provided to Tournament Directors upon request. This Agreement is necessary for the Tournament to take place. The Robinson Center Facility Director will review the provisions within the Agreement with the Tournament Director prior to his/her completing the Agreement.
4. **Parking.** Parking is usually available in Lot 90, South of Robinson as well as on Sunnyside Avenue and various parking lots and streets near Robinson. Normally no charge for these parking areas. The Allen Field House Parking Garage is also available; however there is an hourly fee to park there. On the days of KU Home Men’s Basketball Games—Lot 90 is not available. However-tournament participants can park in Lots 34 and 61-East of Robinson-near the KU Computer Center.
5. **Special Needs Parking.** Parking for those with a Handicap Sticker is available in Lot 118- immediately South of Robinson (4 parking spaces) and on Sunnyside Avenue (5 spaces). Entrances who people in wheel chairs are the West Entrance to Robinson and the Lot 118 Entrance to the Building on the East Side of the Building)
6. **Entrance and Exit.** During Tournaments the only two entrances at Robinson available for use are the Main West Entrance and the East Entrance –the Lot 118 Entrance. A Wheel Chair is available for those in need of it. Request it from the Student Security person at the front desk at the Robinson West Entrance.
7. **Food and Beverages.** KU Catering is the only authorized vendor to sell food and beverages at University events. If a Tournament Director would like to have this service available to fans, officials and teams-request it from when the Rental Agreement is signed for the Tournament. The only food or beverages allowed in the court areas is water. This includes teams, officials and fans.
8. **Seating for Fans.** The Robinson Center has five sets of bleachers and about 100 chairs for set up for tournaments. Additional chairs can be requested from the Robinson Center Facility Director at the time the Rental Agreement is signed. These chairs are routinely requested from KU Facilities Services to accommodate fans. Several hundred are available if needed. The approximate rental cost is \$1.00 per chair. Tables are also available for check in and administrative uses by Tournament Directors.
9. **Student Security.** Our Robinson Student Security workers are present for each tournament. Generally-it is a Three Person Team: one Lead who supervises and is the point of contact for the Tournament Director; a Front Desk Person to greet, welcome and provide assistance to patrons; and one “Rover” who is constantly checking on how the tournament is going, the status and condition of the restrooms and helping the Tournament Director’s Team as necessary.

10. **Safety and Security.** We all want a safely operated tournament. In the event of an injury, contact the Lead Security Person who will arrive at the scene of the accident and provide assistance and if necessary call 911 to ask for medical help.
11. **Storage.** We have storage rooms available for storage of items such as trophies, t-shirts and other items that the Tournament Director would like secured either on the Friday prior to the Tournament or during the Tournament. Again-just make the Robinson Facility Director aware of your needs.
12. **Vendors**-Vendors such as a photographer to take and sell photo's-must be requested in advance. There is a \$100 per day charge for such a vendor.
13. **Volleyball Tournament Camping.** Camping areas will be designated prior to each Volleyball Tournament. Signs will be placed indicating those areas available. These probably will change from week to week depending on the size of the tournament and the needs of the Robinson Faculty and Staff. We ask that teams that are camping be respectful of Faculty and Staff who are working in their offices.
14. **Boys Basketball Tournaments.** As a reminder—all boys' basketball tournaments must have the clearance from the KU Athletics Compliance Office to conduct a tournament in Robinson. This is because of an NCAA rule stating that the only tournaments that can be conducted at a site on a university campus are for Grades Six and below. The Robinson Facility Director will put the Tournament Director in touch with the KU Athletics Compliance Office to obtain clearance to conduct the tournament.
15. **Cancellation Policy.** As indicated in the Robinson Rental Agreement, cancellation of a tournament for which there is a signed rental agreement less than two weeks prior to the scheduled tournament dates, results in a cancellation fee of \$500. This enables the Facility Director of Robinson to attempt to rent the space that has been reserved for a particular tournament for several weeks.
16. **Tidy Up Following Tournaments.** Help with the clean-up following a tournament by the Tournament Director's Staff is always appreciated. If the courts and ancillary areas are especially dirty and unkempt and require extensive cleaning—and assistance with clean-up is not provided by the Tournament Director's Staff—a cleaning charge-the dollar amount to be determined by the Robinson Facility Director—will be assessed.

THANK YOU FOR USING ROBINSON CENTER FOR YOUR TOURNAMENT. IF YOU HAVE ANY QUESTIONS OR CONCERNS-PLEASE CONTACT ME AT 785-864-0703 OR VIA EMAIL AT:

bkish@ku.edu.



Bernie Kish
Robinson Center Facility Director