

Mission Statement

The Henry W. Bloch School of Management at UMKC is the best choice for 21st century management education, offering undergraduate, graduate, doctoral and executive non - degree education.

You may have already heard about our strong programs, world-class faculty and deep community connection.

Our mission is to develop purposeful, entrepreneurial and innovative leaders to meet changing global demands, and advance knowledge and practice through excellent teaching, scholarship, outreach and service.

Our vision is to be Kansas City's nationally and globally preeminent school of management focusing on entrepreneurial and innovative thinking as the foundation for transforming talent and achieving sustainable growth in for - profit, public and nonprofit enterprises.

Use of the Bloch Executive Hall Space

Use of Bloch Executive Hall and Bloch Heritage Hall are subject to approval.

Application Process

- Fill out request form ([located here](#)).
- Requests will receive approval or regrets within 5 business days of your submission.
- All requests must be submitted at least 10 business days prior to the event.

The use of Bloch Executive Hall is expressly for Bloch students, faculty and staff. Requests from any other group will be considered on a case by case basis.

Any group using the Henry W. Bloch School of Management must ensure its event is consistent with the mission and vision of the school. Groups may not charge attendees a fee to attend the meeting except to cover meeting expenses. The Henry W. Bloch School of Management prohibits soliciting or any sale of products without permission of the Bloch Business Office.

The Henry W. Bloch School of Management premises may not be used for:

- Activities structured around a particular religious faith or doctrine
- Political activity or lobbying

- Social events, i.e. weddings, graduations, retirements and fundraisers

Hours of Operation

All events must be held within the specified building hours:

- Monday - Thursday, 7 a.m. - 10 p.m.
- Friday - Saturday, 7 a.m. - 6 p.m.
- Sunday, 10:45 a.m. - 5:15 p.m. (Bloch Heritage Hall only)

All events must exit the space by the specified closing time, including clean up, unless an alternative event time has been approved by the Dean's office. Both Bloch buildings are primarily designed for learning. Classes are held in Bloch School buildings from 7 a.m. - 10 p.m., Monday-Thursday, and 7 a.m. - 6 p.m. Friday-Saturday. Events must not disrupt classes.

Facility Use Pricing

Rates			
Rooms: Atrium 211, 212, 213, 330, 331, 413		Executive Hall 2nd Floor(Includes 211,212,213, 218, 220)	
	Up to 4 Hours	4 to 8 Hours	
University	\$37.00	\$70.00	University \$281.00 \$562.00
Sponsored	\$50.00	\$100.00	Sponsored \$470.00 \$940.00
External	\$80.00	\$160.00	External \$860.00 \$1,720.00
Rooms: 220, 324, 414, Heritage Hall 12, 101		Executive Hall 3rd Floor (Includes 324, 330, 331)	
	Up to 4 Hours	4 to 8 Hours	
University	\$45.00	\$90.00	University \$119.00 \$238.00
Sponsored	\$70.00	\$140.00	Sponsored \$170.00 \$340.00
External	\$120.00	\$240.00	External \$280.00 \$560.00
Room 218		Executive Hall 4th Floor (Includes 413, 414)	
	Up to 4 Hours	4 to 8 Hours	
University	\$125.00	\$250.00	University \$82.00 \$164.00
Sponsored	\$250.00	\$500.00	Sponsored \$120.00 \$240.00
External	\$500.00	\$1,000.00	External \$200.00 \$400.00
Room 419		Whole Building (211, 212 ,213, 218, 220, 324, 330, 331, 413, 414)	
	Up to 4 Hours	4 to 8 Hours	
University	\$18.50	\$35.00	University \$482.00 \$964.00
Sponsored	\$25.00	\$50.00	Sponsored \$760.00 \$1,520.00
External	\$40.00	\$80.00	External \$1,340.00 \$2,680.00

Inclusions/Exclusions

Included:

- Access to the reserved Room on the day of the event.
- Access to Digital Signage. See "signage policy and decor" below.
- Basic Technology Support. (See "Audiovisual and technology below")
- Access to furniture in the reserved space. (Event facilitators are responsible for arranging furniture to the desired configuration and returning it to the original state {Photo's will be provided}).

Not Included:

- Dedicated Technology Support. (See "Audiovisual and technology below")
- Cleaning Services. (Event facilitators are responsible for cleaning after the event).
- Food Service.
- Furniture not present in the reserved space.
- Trash Cans (Required - 5 cans are onsite. \$25 per 5 cans post facto. See "link")

Available Services (Contact [Event Staff](#) for pricing):

- Additional Furniture/Furniture arrangement
- Dedicated technical support
- Catering
- Bartender (Alcohol approved spaces)
- Custodial Staff
- Parking

Additional Fees:

- Cleaning \$39 per hour. Charge will apply when the reserved space has not been left in the condition it was in on the day of the event (To be determined by the Event team)
- Dedicated Tech Support
 - Student Staff (Basic)-\$25 Hour/\$50 per hour when requested later than 3 days in advance of the event.
 - Staff (Advanced)-\$75 Hour/\$150 per hour when requested later than 3 days in advance of the event.
- Digital Signage \$150. Charge will apply if content is not provided to the Information Access Team 10 days in advance of the Event.
- Building Cleaning \$200. Charge will apply any time the entire building is reserved.

- Room Setup \$25 per hour. Charge will apply any time furniture in a reserved space is not returned to its original state or furniture is removed from non-reserved space.
- Special Requests. Any need not specifically called out. Cost to be determined based on request.

Parking

No free parking is allowed on the UMKC campus day or night. Metered parking is available in the Cherry Street parking garage or the Oak Street lot. [Click here](#) to see the entire Volker campus parking map. Special event parking can be arranged through UMKC parking operations. [Click here](#) for special events parking request form.

Meeting Space Capacity/Specifications

Each space can accommodate the following amount of attendees:

Bloch Executive Hall (5108 Cherry Street)

- Active learning classrooms (211, 212, 213) - 64 per classroom; 180 for all classrooms with air walls open
- Auditorium (218) - 199
- Tiered classrooms (324, 414) - 75 per classroom
- Simulation Lab (330) - 60
- Innovation Lab (331) - 40
- Finance Lab (220) - 32
- Active Learning Classroom (413) - 40
- Conference Room (419) - 14
- Atrium - 75

Bloch Heritage Hall (5110 Cherry Street)

- BHH 12 - 70
- BHH 10 - 70
- Arthur Mag conference room - 16
- Cookingham conference room - 10

Event facilitators are responsible for arranging furniture to the desired configuration and returning it to the original position at the conclusion of their event. Groups are also responsible for cleaning up any food, trash, etc. in their meeting space.

If you need additional furniture from another room you are required to reserve that room as well.

You can also choose to have the university set up or return furniture for a charge.

[Please see directory of rooms](#) to determine if you will need to rearrange the room before your event and reset the room at the conclusion of your event.

The Bloch School is not responsible for any furniture rentals.

Audio/Visual and Technology

All A/V and technology requests must be made at least 10 business days in advance of your event to avoid additional charges.

Dedicated Support: Any time Technical Support Staff is needed exclusively for your event onsite.

Examples (including, but not limited to):

- Complex setup of Audiovisual/Computer systems for presentations.
- Connecting presenter's computers to the projector/audio system and verifying functionality.
- Connecting attendees'/presenter's computers to the campus network.
- Special requests (Subject to denial/additional costs) I.E. additional microphones, room combining, etc.)
- Facilitation of PowerPoint presentations.

Costs:

- Student Staff (Basic)-\$25 Hour/\$50 per hour (2-hour minimum) when requested later than 3 days in advance of the event.
- Staff (Advanced)-\$75 Hour/\$150 per hour (2-hour minimum) when requested later than 3 days in advance of the event.

Included Support: Technical Support Staff is available 15 minutes prior to your event for services limited to the following.

Examples (including, but not limited to):

- Basic setup of Audiovisual/Computers systems (Powering on/verifying functionality)
- Providing Wi-Fi login credentials to attendees/presenters
- Break/fix on Bloch Audiovisual/Computer systems.

User Accounts:

Wi-Fi

- <35 Attendees/Presenters-Wi-Fi credentials are provided in the moment.
- >35 Attendees/Presenters-Wi-Fi credentials must be requested 10 days in advance of the event.

Lectern PC's:

- University Faculty/Staff/Students-Existing logins will work.
- External Groups-Access must be requested 10 days in advance.

Any non-Lectern PC:

- University Faculty/Staff/Students-Existing logins will work.
- External Groups-Access must be requested 10 days in advance (You will be provided a quote for cost).

Audio/Visual Capabilities by Space is available upon request.

For more information regarding available classroom technology, please click [here](#).

Signage Policies and Decor

Paper Signage

All promotional signage for events must be approved by the Student Services Office. Please only hang signage on appropriate announcement bulletin boards, windows, etc. Bloch School staff reserves the right to remove any signage that is placed in unapproved locations.

Digital Signage

To promote your upcoming event on the digital signage in Bloch Executive Hall or Bloch

Heritage Hall, please contact infoaccess@umkc.edu. All promotional digital signage is subject to approval by the Dean's Office.

Digital signage for the Bloch Executive Hall video wall must be designed to the following specifications:

- 3840 x 2160 pixels, 72 dpi (horizontal, 16:9 ratio).
- Acceptable file types include: Layered PSD file (preferred); JPEG; PNG.
- NOT ACCEPTABLE: Scanned material; PDF, PPT, Word docs, Microsoft Publisher docs.
- Include: title, brief description, date/time, and contact information; graphics & RSVP if appropriate.
- File must be e - mailed to infoaccess@umkc.edu at least 1 week prior to post date, 10 days if you require assistance.

To see detailed guidelines for all Bloch Executive Hall digital signage, [click here](#).

Decor

No decor may be used that will cause damage to the space, i.e. no staples, nails, pins, etc. are allowed to hang decor. All decorations used inside of the building must be non - inflammatory materials or fireproofed. All decor must be removed and appropriately disposed of after the event is complete.

Table/Booth Displays

Any informational booths held during business hours are able to bring their own table, use the high - top tables from the 2nd floor atrium, or use the base of the indoor amphitheater. No booths or obstructions of any kind shall be allowed in front of exits, restrooms, the video wall and/or water fountains. To reserve a table display in Bloch Heritage Hall, please visit Bloch Student Services. To reserve a table in Bloch Executive Hall, please contact [Kami Thomas](#).

Catering

Guests are required to submit their caterer's name and a catering agreement stating that the Bloch School is not responsible for any lost or stolen items to the Bloch School staff. This information should be sent to blochevents@umkc.edu no later than one week in advance of the event.

The Bloch School will not provide linens, silverware, plates, etc. These items need to be secured through the chosen caterer or purchased by the party hosting the event.

All trash from the event must be disposed of and put in the appropriate location. If trash will be sitting out over a weekend, please place trash cans in accessible hallways.

Alcohol/Smoking Protocol

Alcohol is only permitted in BEH 331 and 413. *If your event is contingent upon alcohol approval, please complete the alcohol approval process first.* Guests are required to complete the alcohol request form and submit to the office of the Vice Chancellor for Student Affairs and Enrollment Management for approval. Please contact blochevents@umkc.edu with any questions. If approved, guests are required to secure bartenders through UMKC's Sodexo campus catering service. To secure bartenders, please email Nicole Henkle at henklen@umkc.edu.

No smoking is allowed on the UMKC campus.

Media

We want to appropriately promote all events at the Bloch School. If you will have any media presence at your event, please contact [Megan Cooper](#). The Bloch Communications department holds the right to use discretion in choosing what events to promote through our media channels.

Indemnification and Liability

Any non - UMKC organization using the facility agrees to carry during the performance of the period of use and at organization's own expense, Commercial General Liability Insurance against all claims or suits with the following minimum limit of liability:

\$1,000,000 combined single limit for bodily injury and property damage, per occurrence and \$2,000,000 aggregate.

The insurance policy shall include "The Curators of the University of Missouri, its officers, employees and agents" as "additional insured" and shall contain a "Severability of Interest" provision.

In addition, the Organization shall provide for Workers' Compensation coverage in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Organization is required to maintain coverages as stated and required to notify the University of a Carrier Change or cancellation within 2 business days at 5115 Oak St., Room 333, Kansas City, Missouri. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement.

A certificate of insurance evidencing the above requirements is to be filed with The Curators at 5115 Oak St., Room 333, Kansas City, Missouri at least 14 days prior to the first date of the event/performance. All insurance coverages shall be written by carriers which are acceptable to "The Curators of the University of Missouri".

A venue policy that will meet the University's requirements is available for organizations to purchase through the UMKC Risk Management office. Please coordinate purchase through Mary Morgan by emailing morganmary@umkc.edu.

As a condition of use of the facility, the organization agrees to indemnify, protect, defend and hold harmless University and its officers and agents, employees and students from any and all liability including claims, demands, losses, costs, damages, and expenses of every kind and description (including death) or damage to persons or property arising out of organization's use of University facilities and services.

Neither the organization nor any person attending functions covered by this agreement shall bring onto, or possess on University premises, animals, pets, weapons, contraband, explosives, fireworks or other controlled substances.

Said organization shall not assign this lease or suffer any use of said premises other than herein specified, or let any article be brought into or act done on said premises which vitiate or increase the premiums of any policy or policies of insurance held by University on its building, of which said premises are a part.

University shall have at all times, free access to said premises for the purpose of making necessary inspections or attend to any other matter which is usual and customary in the managing and regulating of said facility. The keys and other locking devices shall at all times be in the possession and control of the University.

University and its employees, servants and agents shall not be responsible for any damage or injury that may happen to the property of the organization or its agents, servants and employees, or to property that may belong to any other person, including any of the general public that may

attend organization's function, including but not limited to loss arising from theft, fire or any other circumstance.

University does not assume responsibility for damage to or loss of any materials or equipment left in the facility, on display or in storage.

The organization and University hereby agree, stipulate and recognize that in entering of this agreement and lease, they are not in anyway partners, co - partners, or in any way jointly interested in any mutual enterprise, but are to each other lessor and lessee respectively, and occupy that status only.

Organization agrees to give University immediate possession of said premises upon University's demand therefore in event the United States Government, or any of its departments or agencies request University to make such space available for their use. In the event of such surrender of the space, any unearned rent and any portion of the organization's deposit which represents unearned rent shall be refunded to the organization.

Organization agrees in the case the building or premises, or any part thereof, shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence, including strike labor disputes, lockouts, boycotts and civil insurrections, shall render the fulfillment of this lease or any of the terms there of by the Lessor impractical or impossible, then this lease shall immediately terminate; in the event the term of this lease shall have begun prior to any such occurrence, the Lessee shall pay rental for said premises for the number of hours for the unit leased at the rate herein specified.

If the University is closed due to inclement weather, any scheduled events will be cancelled.

Event Resources

Sodexo Catering:

Plum Carroll, carrolll@umkc.edu, 816-235-1076

Nicole Henkle, henklen@umkc.edu, 816-235-1076, [website](#)

***please note Sodexo must be used for alcohol service*

Parking Operations: parking@umkc.edu, 816-235-5256, [website](#)

Campus Police: umkcpd@umkc.edu, 816-235-1515, [website](#)