UMKC HENRY W. BLOCH
SCHOOL OF MANAGEMENT

SPACE USE REQUEST GUIDELINES

FALL 2026

Welcome to the Henry W. Bloch School of Management at the University of Missouri-Kansas City offering undergraduate, graduate, and executive non-degree education.

Our mission is to use experience-based learning to develop problem-solvers and entrepreneurial leaders who can leverage technology for a changing world. We provide pathways to career success, engage with partners from across the community, and build thought-leadership to support all of our stakeholders.

Our vision is to serve as the region's premier business school for supporting innovation and organizational transformation, expanding access to rewarding careers, and fostering inclusive prosperity.

BUILDINGS

The UMKC Henry W. Bloch School of Management campus encompasses Bloch Heritage Hall and Bloch Executive Hall for Entrepreneurship and Innovation. A $17M renovation was recently completed in Bloch Heritage Hall with redesigned classrooms, new classroom space, breakout rooms, and the latest educational technology to support engagement and flexibility. Bloch Executive Hall, a Gold LEED Certified building, opened in Fall 2013, with multiple flexible and active learning classrooms, seminar rooms, finance lab, indoor amphitheater, and 200-seat auditorium. The facilities are strictly for educational use and are not available as an event venue.

SPACE USE REQUESTS

The Bloch School reserves the right to approve internal campus and external constituent space use requests deemed appropriate and in support of the Bloch School's mission. Priority will be given to Bloch School programming and classes, student organizations, internal meetings and events. We will review space use requests for student organization tabling, meetings, and events, and internal campus lectures, meetings, presentations, competitions, training sessions, and program related social events.

Campus requests will be reviewed only for the current semester. No request will be accommodated for planned use taking place less than two weeks from receipt of inquiry. Future term requests will be considered only once classes are visible in the scheduling program.

UMKC BLOCH

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

The Bloch School will not accept any requests for activities structured around a particular religious faith or doctrine, political activity or lobbying, wedding ceremonies or receptions, showers, youth parties, recitals, reunions, fundraisers, and social events outside the scope and mission of the school.

In addition, no groups and meetings will be accommodated where the event organizer/ organization is charging attendee registration fees. Exceptions may apply with approval.

At this time, the Bloch School is not accepting space use requests from external parties. Only events where there is an internal host (Bloch School or campus) will be reviewed. Internal hosts are expected to be onsite for the entire duration of any approved space use events and are responsible for all event logistics, including, but not limited to, parking, set up, tear down, and trash disposal.

CONTACT INFORMATION

To inquire and request space use at the Bloch School, please complete the Space Use Request form and send to blochevents@umkc.edu. A team will review space use requests every two weeks. Campus requests will be reviewed only for the current semester. No request will be accommodated for planned use taking place less than two weeks from receipt of inquiry.

HOURS OF OPERATION

All events must be held within the specified building hours:

- Monday-Thursday, 6:30 a.m.-9:00 p.m.
- Friday, 6:30 a.m.-6:00 p.m.
- Saturday – BUILDINGS ARE CLOSED (programming exceptions)
- Sunday – BUILDINGS ARE CLOSED
- Intersession, Monday-Friday, 7:00 a.m.-5:00 p.m.

All events must be concluded, and all attendees must exit the space by the specified closing time, and clean up completed, unless an alternative event end time has been approved. Events must not disrupt classes in session.

ADDRESS AND PARKING

Following the recent renovation, the buildings are now connected as a single facility. Please refer to the respective street addresses listed below.

UMKC Henry W. Bloch School of Management
Bloch Executive Hall for Entrepreneurship and Innovation
5108 Cherry Street
Kansas City, MO 64110

UMKC Henry W. Bloch School of Management
Bloch Heritage Hall
5110 Cherry Street
Kansas City, MO 64110

There is no free parking on the UMKC campus, day or night, seven days a week. Visitors are subject to all parking regulations and all fees incurred. Click here for the UMKC Volker Campus Map.

Metered parking is available in the Cherry Street parking garage on the fifth floor through the AMP Park Pay By Plate mobile app at a current cost of $1.25 per hour. Special event parking can be arranged through UMKC Parking Operations. Event planners who are holding an event on campus should notify Parking Operations by completing a Special Event Parking Request Form. Requests should be made two weeks prior to the event. Parking is subject to availability, and late fees will apply if the request is less than seven business days prior to the event. If the request can be accommodated, an email confirmation will be submitted to the event organizer.

The Bloch School will not be responsible for event parking arrangements, costs, or tickets received for campus parking violations. Any loading or unloading of vehicle must be done with the vehicle parked in accordance with campus parking regulations.

TRASH

Place all trash and event debris into lined garbage cans located throughout the buildings. If meetings and events include catering, large trash can rental orders must be arranged. Charges include placement of empty cans at the rate of $60 per trash can, per day. All catering and event trash is the responsibility of the event organizer and must be taken to the dumpsters located in either north Lot 19 or west Lot 12 (accessible through BHH 107 dock door) at the conclusion of the event.

BUSINESS SERVICES

Due to limited staff resources, we are unable to provide any conference center business services, including copying, printing, scanning, receiving deliveries, storing items, locking and unlocking rooms, and providing miscellaneous office and catering supplies, as well as staff assistance for meetings and events set up and tear down.

MEETINGS AND EVENTS SET UP AND TEAR DOWN

The event organizer/organization will be responsible for the room layout and moving furniture (only in spaces with movable furniture) to accommodate their event, plus resetting the furniture when the event concludes. Classroom furniture is specific to room capacity and fire code. Only a few event spaces can be reconfigured. Unless stated, no reconfiguration or rearrangements are allowed. Classrooms with media carts require arranged IT staff assistance to disconnect, move, and reconnect equipment. In addition, furniture must remain inside the reserved room unless special arrangements have been approved. No furniture removal from other classrooms and spaces is permitted.

No internal building furniture will be moved to outside areas to accommodate space use requests. It will be the responsibility of the requesting party to arrange for outdoor furniture rental if needed.

Cleanup/Space Reconfiguration Fee – If Bloch School has to order additional cleanup services after the meeting or event, including removal of signage, event materials, trash, etc., the fees for those services will be charged to the organizer/organization. For spaces with movable furniture, all furniture must be returned to the original configuration of the space; otherwise, a $250 space reconfiguration will apply.

SIGNAGE AND DECOR

All promotional materials, signage and decorations must be pre-approved. Organizations and individuals using the space must remove all signage and materials upon conclusion of the event.

PRINTED FLYERS

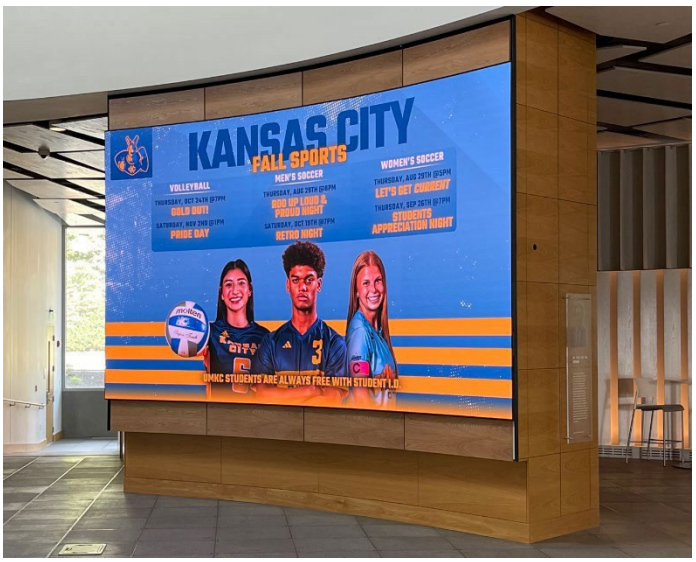
All printed promotional flyers for events must be approved and stamped by the UMKC Office of Student Involvement in the Student Union. Please only hang signage on appropriate announcement bulletin boards. The Bloch School reserves the right to remove any signage that is placed in unapproved locations.

DECORATIONS

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

DIGITAL SIGNAGE

To promote your upcoming event on the digital signage in Bloch Executive Hall, please contact blochevents@umkc.edu. All promotional digital signage is subject to approval.



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

- 3840 x 2160 pixels, 72 dpi (horizontal, 16:9 ratio)
- Acceptable file types include: JPEG; PNG
- NOT ACCEPTABLE: Scanned material; PDF, PPT, Word and Microsoft Publisher docs

Tabling in Bloch Executive Hall Atrium is not permitted near the media wall. Tables should be positioned immediately in front of amphitheater seating or near the north or south doors.

CATERING

Event organizers may use any licensed caterer authorized to serve food in Kansas City, Missouri. A campus-approved option is Flavours by Sodexo, available at UMKC.catertrax.com.

Catering is permitted in all rooms. However, events with catering require special trash arrangements. Rental charges apply for large trash cans, and the hosting party is responsible for removing all food, beverages, and related waste at the event's conclusion. Trash must be disposed of in designated dumpsters around the buildings.

Event planners must provide accurate delivery instructions to their caterers. Bloch staff cannot accept or be held responsible for misdirected catering deliveries. Catering vehicles may not park in circle drives, and hosts must arrange and cover parking costs for vendors in accordance with campus parking regulations.

The Bloch School does not supply linens, utensils, servingware, cups, or ice. These must be obtained through the caterer or separately by the event host.

ALCOHOL USE REQUESTS

If your event will include serving alcohol beverages, please communicate that in your request and then complete the alcohol approval form and process. Any alcohol use in association with events at the Bloch School must be done with the permission of the Dean and the Office of External Relations, obtained a minimum of two weeks prior to the event. If approved, the alcohol must be served by Sodexo catering bartenders, and the event planner is responsible for ordering bartending services directly through Sodexo at UMKC.catertrax.com.

Please review the campus policy for full details. Please note that events serving alcohol may not be held adjacent to classrooms that are in session. Additional surrounding classrooms may need to be reserved in addition to approved alcohol use spaces for the Bloch School: Bloch Executive Hall 331 and 413, and Bloch Heritage Hall Arthur Mag Conference Room and Marion H. Bloch Terrace and Park.

MEDIA, PHOTOGRAPHY, AND PUBLIC RELATIONS

For internal space use requests, please reach out to UMKC Strategic Marketing Communications for assistance with media relations and photography needs.

Contact UMKC External Relations if requesting an appearance of an elected official to speak at or attend a campus event. See Elected Official and Candidate Protocol Reference Guide.

SOUND

Meetings and events must not disrupt classes taking place throughout the building. Amplified sound is prohibited in the atrium if classes are in session anywhere in Bloch Executive Hall. Group activities that may generate significant noise, such as pep rallies, cheering, or music, are not permitted in the atrium unless approved in advance.

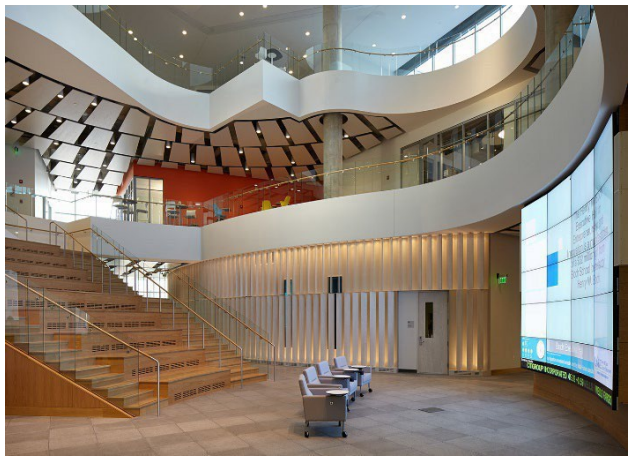
CLASSROOMS AND EVENT SPACE

Maximum occupancies are assigned for each of the following spaces to meet fire code.

BLOCH EXECUTIVE HALL

SECOND FLOOR, ATRIUM LEVEL

CLASSROOM	TYPE	CAPACITY	FURNITURE
Atrium	All Purpose Room	50	Fixed/Movable
211	ILE-Classroom	60	Fixed
212	ILE-Classroom	40	Movable
213	ILE-Classroom	60	Fixed
218	ILE-Classroom	199	Tiered
220**	Lab-Computer	32	Fixed

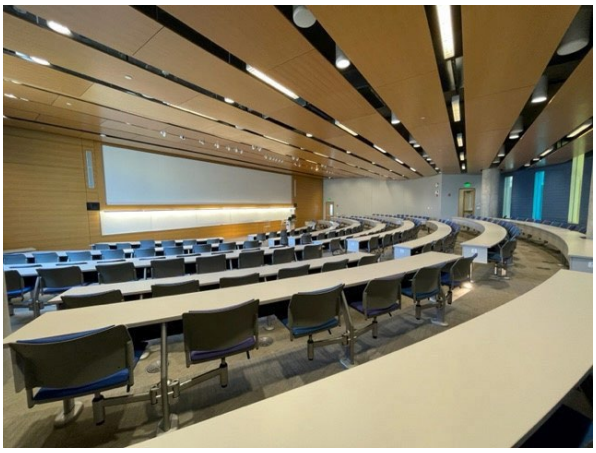


Bloch Executive Hall Atrium

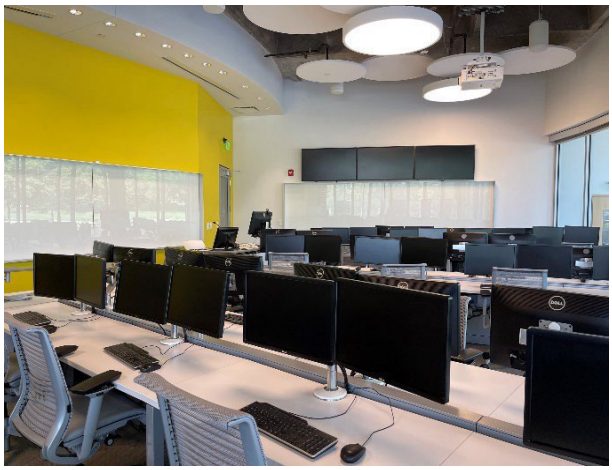
Bloch Executive Hall 211

Bloch Executive Hall 212

Bloch Executive Hall 213



Bloch Executive Hall 218 Auditorium

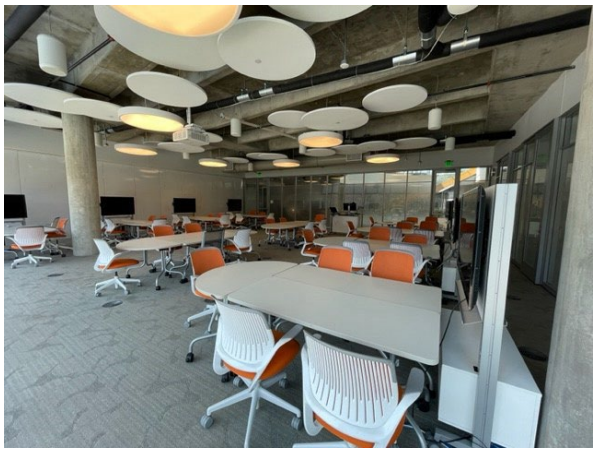


Bloch Executive Hall 220 Computer Lab

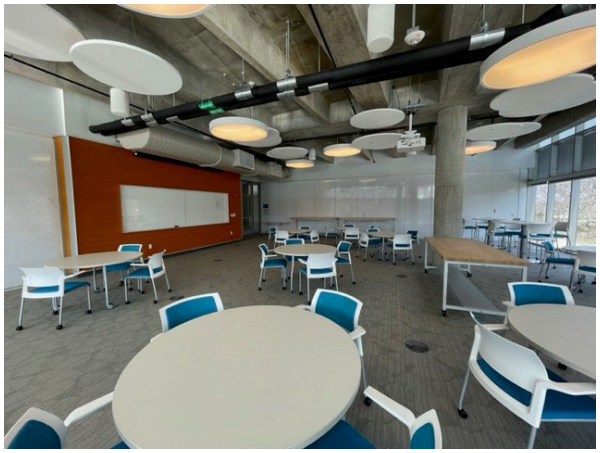
THIRD FLOOR

CLASSROOM	TYPE	CAPACITY	FURNITURE
324	HighFlex	75	Tiered
330	ILE-Classroom	60	Movable*
331	ILE-Classroom	40	Movable

Bloch Executive Hall 324



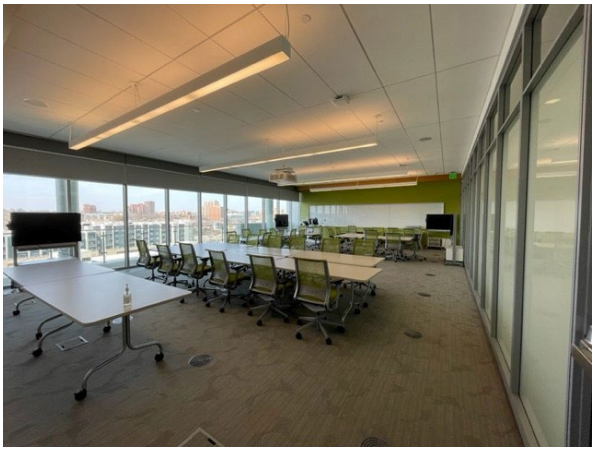
Bloch Executive Hall 330



Bloch Executive Hall 331

FOURTH FLOOR

CLASSROOM	TYPE	CAPACITY	FURNITURE
413	ILE-Classroom	40	Movable*
414	HighFlex	75	Tiered



Bloch Executive Hall 413

Bloch Executive Hall 414

BLOCH HERITAGE HALL

GROUND FLOOR

CLASSROOM	TYPE	CAPACITY	FURNITURE
005	ILE-Classroom	40	Fixed
006	HighFlex	57	Tiered
019	ILE-Classroom	72	Tiered

Bloch Heritage Hall 005

Bloch Heritage Hall 006

Bloch Heritage Hall 019

FIRST FLOOR

CLASSROOM	TYPE	CAPACITY	FURNITURE
103	ILE-Classroom	72	Fixed*
109	ILE-Classroom	74	Tiered
115	ILE-Classroom	36	Movable
101A	Commons Area	52	Fixed and Movable

Bloch Heritage Hall 103

Bloch Heritage Hall 109

Bloch Heritage Hall 115

Bloch Heritage Hall Commons 101A

*Classrooms with media carts require arrangements with IT Specialists to disconnect, move, and reconnect equipment.

**BEH 220 Computer Lab, UMKC account is required for logon to each computer station.

BLOCH OUTDOOR SPACES

SPACE	TYPE	CAPACITY	FURNITURE
Center Courtyard	Patio and Astro Turf	19 seated, plus standing room	13 Adirondack Chairs, and 2 Benches
Marion H. Bloch Terrace (south of Bloch Heritage Hall)	Patio, Astro Turf, and Pergola Area	54 seated, plus standing room (capacity with existing furniture) Event capacity is 152 seats at tables for 8, and 240 if seats arranged in rows (full capacity would require rental furniture)	Upper Patio: 6 Round Tables (with 4 chairs) and 2 Benches, Lower Patio: 2 Square Tables (with 2 chairs), and Pergola: 4, 5' Rectangle Tables (with 20 chairs)

Bloch Center Courtyard

Bloch Center Courtyard

Marion H. Bloch Terrace and Park

Marion H. Bloch Terrace and Park

CLASSROOMS AND EVENT SPACE AUDIOVISUAL AND TECHNOLOGY

Please contact the following IT Specialists for assistance and requests. All A/V and technology requests must be made at least 14 business days in advance of your event.

- Claire Richardson, Information Technology Specialist
  claire.richardson@umkc.edu
  816-235-2473 Office
  816-235-2000 UMKC IT Help Desk
- Kingsley Kakie, Support Systems Administrator Specialist kakiek@umkc.edu
  816-235-5683
- Hai Vu, Support Systems Administrator Principal
  vuh@umkc.edu
  816-235-8805

Please work with our IT Specialists when determining what technology will be needed for events, i.e., number of microphones, using a PowerPoint presentation, would like to use Zoom, etc., as not all classrooms have the same technology and capabilities.

Our IT staff can provide brief technology training sessions that can be set ahead of the event. In addition, they can offer set-up assistance 15 minutes prior to event start time during regular business hours upon request. Limited support can be provided if there are issues during the event. Events requiring more than basic technology support will be charged a standard fee of $50. If dedicated support is needed, please reach out to them at least 14 days in advance of the event to ask questions and arrange assistance. Dedicated services will be charged $25 per hour plus one hour for the duration 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 set up of Audiovisual/Computers systems (Powering on/verifying functionality)
- Providing Wi-Fi login credentials to attendees/presenters
- Break/fix on Bloch Audiovisual/Computer systems.

Dedicated Support: Any time Technical Support Staff is needed exclusively for your event onsite.
Examples (including, but not limited to):

- Complex set up 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 (within limits of technology and access privilege).
- Special requests (subject to denial/additional costs) - Examples include additional microphones, room combining, etc.

SECURITY AND EMERGENCY SERVICES

UMKC Police presence for security reasons may be deemed necessary for large events with more than 100 in attendance. To determine if coverage is needed, please contact UMKC Police at 816- 235-1515 or through email at umkcpd@umkc.edu. Any charges incurred would be the responsibility of the department or organization requesting the space reservation.

For all emergencies, call Campus Police at 816-235-1515 or 911.

Prepare ahead of your event by meeting with a staff representative to know designated sheltering location/s and assembly area in the event of an emergency. Click here for the UMKC Police Emergency Response Guide.

Medical Emergency – Call UMKC Police at 816-235-1515 or 911 for an ambulance when requested by the victim or in the event of an unconscious victim. Do not move the victim unless authorized by a medical authority, or if delay in movement is detrimental to the individual.

Fire – Set off fire alarms while evacuating the building. Call UMKC Police at 816-235-1515 or 911 and provide location of the fire. Assist handicapped individuals. Use a fire extinguisher, if feasible. Police will notify Environmental Health and Safety (EHS at 816-235-5241) and Campus Facilities Management (CFM at 816-235-1354). If evacuation is impossible, place a wet towel at bottom of door to prevent heat or smoke from entering room.

Tornado Warning – If indoors, move away from windows and go to the basement or interior hallway on a lower floor. Take cover under heavy furniture. If outdoors, lie flat in the nearest depression, such as a ditch or ravine. If time allows, move away from the path of the tornado at a right angle.

EVENT INSURANCE

Any external group receiving approval to schedule appropriate meetings or events will be required to show proof of insurance 14 days prior to their event date.

Details on the Event Liability Insurance will be provided when reservations are approved.

RESOURCES

The UMKC Bloch School will comply with the UM System Collected Rules and Regulations 110.010 on Facilities and Equipment Management, as well as the UMKC Use of Facilities Policy, and Elected Official and Candidate Protocol Reference Guide.