UMKC HENRY W. BLOCH
SCHOOL OF MANAGEMENT

SPACE USE REQUEST GUIDELINES

FALL 2026

Please read the space use guidelines, provide all necessary details about your request below, and send completed form to blochevents@umkc.edu. You will be contacted after requests are reviewed. Allow two weeks for review.

REQUESTER

Name of University Department/University Hosted Organization Requesting Space:

Contact Name:

Email Address: Phone Number:

MEETING/EVENT DETAILS

Description and Purpose of Meeting/Event:

Date of Meeting/Event: Number of Expected Attendees:

Meeting/Event Set-Up Start Time:	AM	Tear-Down End Time:	AM
Meeting/Event Start Time:	AM	End Time:	AM

Preferred Classroom or Space:
Alternate Space (if primary is unavailable):
Additional Details to Assist in Determining Classroom or Space:

Registration Area: NO Select YES or NO
Check-In Table/s: 0 Location:
Please note check-in table/s are not allowed to be placed next to the media wall located on the Second Floor Atrium level of Bloch Executive Hall.

UMKC BLOCH

CATERING

Serving Food and Beverages: NO **Select YES or NO and see below for charges**

Please note all space use requests that include use of catering must order large trash cans at a rental rate of $60 per trash can, per day. Discuss catering use to determine number of trash cans. Following the meeting or event, it will be the event organizer's responsibility to ensure all catering trash is taken to either of the accessible dumpsters (Lot 19 or Lot 12), and then return trash cans as directed. Catering trash cannot be left in rooms or areas. It is the responsibility of the requesting contact to clear the room so it can be ready for the next use.

Requesting to Serve Alcohol: NO **Select YES or NO**

Serving alcohol requires the permission of the Bloch School Dean and the Office of External Relations a minimum of two weeks prior to the event. If approved, the alcohol must be served by Sodexo catering bartenders and only in specific approved spaces. Please review the campus policy for full details and contact the Dean's office with any questions.

INFORMATION TECHNOLOGY

Information Technology Needs (please list all details, including moving airwalls and unplugging and moving media carts):

Please note all rooms have different technology and not all rooms accommodate Zoom high flex format. **It is the responsibility of the event organizer to contact Bloch IT Specialists with any questions and requests 14 days in advance of the meeting/event date (see below for charges).**

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 Office

Hai Vu, Support Systems Administrator Principal
vuh@umkc.edu
816-235-8805 Office

CHARGES

MoCode for Charges:

P.S. Account Code: If none listed, defaults to 728000

Catering Trash Can Rental Charges – All space use requests that include use of catering must order large trash cans at a rental rate of $60 per trash can, per day. Following the meeting or event, it will be the event organizer's responsibility to ensure all catering trash is taken to either of the accessible dumpsters (Lot 19 or Lot 12), and then return trash cans as directed.

Information Technology Charges – Events requiring more than basic technology support will be charged a standard fee of $50. Dedicated services will be charged $25 per hour plus one hour for the duration of the event. It is the responsibility of the event organizer to contact Bloch School IT Specialists 14 days prior to their meeting/event to ask questions and arrange assistance.

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 this MoCode. For spaces with movable furniture, all furniture must be returned to the original configuration of the space; otherwise, a $250 space reconfiguration fee will apply.

University Hosted External Organizations – Arrangements for payments will be made through the Bloch School Business Office.

SUBMIT