

UMKC HENRY W. BLOCH
SCHOOL OF MANAGEMENT

SPACE USE REQUEST FORM

FALL 2023



Please provide all necessary details about your request and send to blochevents@umkc.edu.

Name of Bloch School Department Requesting Space:

Bloch Contact Name:

Title:

Email Address:

Phone Number:

Date of Meeting or Event:

Number of Participants:

Name and Purpose of Meeting/Event:

Meeting or Event Set-Up Start Time:

Tear-Down End Time:

Meeting or Event Start Time:

End Time:

Catering - Will food and drink be served:

Please note if catering is being served in a classroom, it will be the responsibility of the requesting contact to secure trash cans and liners from either the BEH 4th Floor custodial closet or the BHH dock for their meeting or event. These trash cans are locked and can be accessed with a KA2 key. Following the meeting or event, it will be the requesting contact'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 to their respective storage area, plus relock in place.

Space or Classroom Requested:

Information Technology Needs:



Other Meeting/Event Details or Questions:

You will be contacted after requests are reviewed. Allow two weeks for review.