

UMKC HENRY W. BLOCH
SCHOOL OF MANAGEMENT

SPACE USE REQUEST GUIDELINES

FALL 2023



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 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.

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.

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 scheduling 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.

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



BLOCH

External organizations hosted by internal hosts – Arrangements for payments will be made through the Bloch School Business Office.

- Other meeting/event details or questions:

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
- Intercession, Monday-Friday, 7:00 a.m.-5:30 p.m.

All events must exit the space by the specified closing time, including clean up, unless an alternative event time has been approved. Events must not disrupt classes in session.

ADDRESS AND PARKING

With the recent renovation, the buildings are now one connected facility. Please see the respective street addresses 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, day or night on the UMKC campus. 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 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.

TRASH

Place all trash and event debris into lined garbage cans located throughout the buildings. If meetings and events include catering, large trash can orders must be arranged. Charges include placement and pick up of empty cans at the rate of \$60 per trash can. Catering trash is the responsibility of the event organizer and must be taken to the dumpsters in either north Lot 19 or west Lot 12 at the conclusion of the event.

BUSINESS SERVICES

Due to limited staff resources, we are unable to provide any conference center business services at this time, 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. 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.

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



CATERING

Event organizers are welcome to use any licensed caterer that can serve food in Kansas City, Missouri for their meeting or event held at the Bloch School.

A campus catering vendor option is Flavours by Sodexo through <https://umkc.catertrax.com/>.

Catering can be served in any room. However, if catering is part of a meeting or event, special trash arrangements must be made. Charges will apply.

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

ALCOHOL USE REQUESTS

If your event is contingent upon alcohol approval, 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 a minimum of two weeks prior to events. If approved, the alcohol must be served by Sodexo catering bartenders.

MEDIA AND PHOTOGRAPHY

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

SOUND

Meetings and events cannot disrupt classes in session throughout the building. Amplified sound cannot be used in the atrium space if there are classes in session in any other part of Bloch Executive Hall.

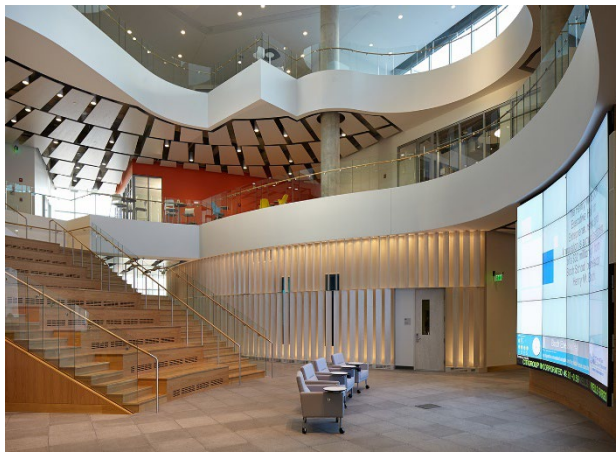
CLASSROOMS AND EVENT SPACE

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	64	Movable
212	ILE-Classroom	64	Movable
213	ILE-Classroom	64	Movable
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



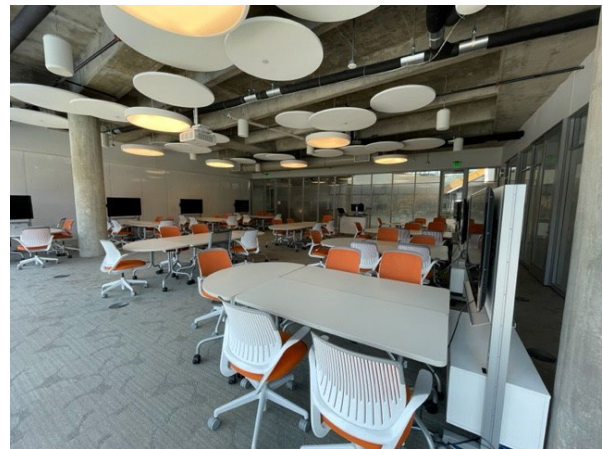
Bloch Executive Hall 220 Computer Lab

THIRD FLOOR

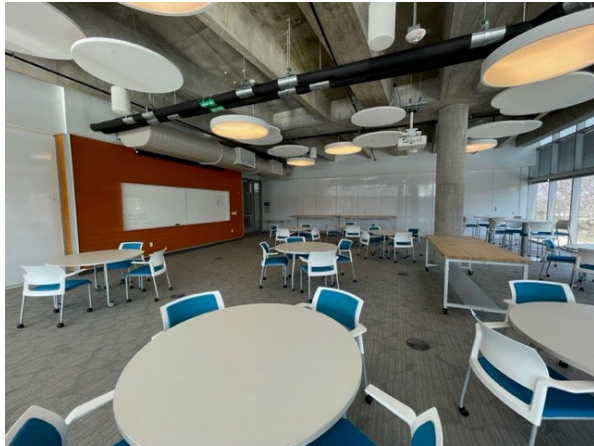
CLASSROOM	TYPE	CAPACITY	FURNITURE
324	HighFlex	75	Tiered
330	ILE-Classroom	60	Movable
331	ILE-Classroom	40	Movable



Bloch Executive Hall 324



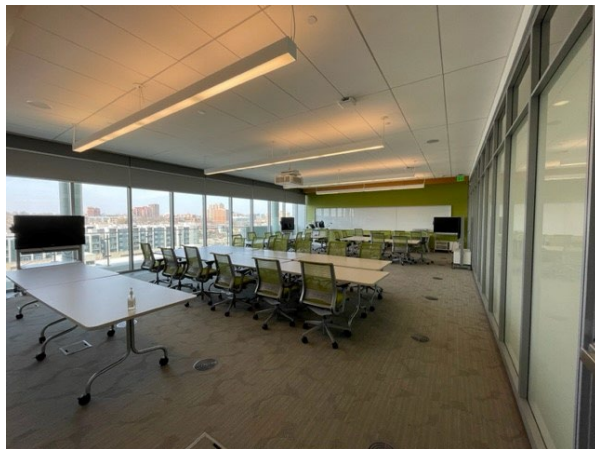
Bloch Executive Hall 330



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

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.

Matthieu Pickens, Audiovisual Installation & Service Technician

pickensmj@umkc.edu

816-235-5364 Office

816-235-2000 UMKC IT Help Desk

Kingsley Kakie, Support Systems Administrative Specialist

kakiek@umkc.edu

816-235-5683

816-235-2000 UMKC IT Help Desk

Hai Vu, Support Systems Administrative Expert

vuh@umkc.edu

816-235-8805

816-235-2000 UMKC IT Help Desk

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 times. Limited support can be provided if there are issues during the event. If dedicated support is needed, please reach out to them at minimum two weeks in advance of the event (extra costs will apply).

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.

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} Examples include additional microphones, room combining, etc.)
- Facilitation of PowerPoint presentations (advancing slides). No editing or materials development support.

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 with a staff representative for designated sheltering location/s and assembly area in the event of an emergency. Click here for [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 and scheduling of 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.

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 the University Department Requesting Space:

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:

(see below charges)

Space or Classroom Requested:

Information Technology Needs:

(see below charges)

Mocode for Charges:

- Information Technology charges. All room space requests will be charged a standard fee of \$50 for basic technology support. Dedicated services will be charged \$25 per hour plus one hour for the duration of the event.
- Trash cans. All space use requests that include use of catering must order large trash can/s at a rate of \$60 per trash can. Catering trash is the responsibility of the event organizer and must be taken to the dumpsters in either north Lot 19 or west Lot 12 at the conclusion of the event.
- Cleanup/space reconfiguration fee. If Bloch School has to order additional cleanup services after the 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 has to be returned to the original configuration of the space; otherwise a \$250 space reconfiguration fee will apply.



External organizations hosted by internal hosts – Arrangements for payments will be made through the Bloch School Business Office.

Other Meeting/Event Details or Questions:

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

Please note that approval of the request is subject to availability, and requests from the Bloch School will receive priority.