

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](mailto: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.