



General Guidelines for Venue | Facility Use and Solicitation

Kansas City Kansas Community College venues and facilities designated as public forums are available for community use when such use does not conflict with Kansas City Kansas Community College's programs and operations. The primary use of KCKCC venues and facilities is in support of College instruction. The procedures outlined are designed to ensure proper scheduling of credit and non-credit course offerings, and to reduce conflicts with scheduling of internal College and community group events. Members of the College faculty, staff, and student body may request non-instructional use of College venues and facilities for College activities/business when they are not in use for College instruction. Venue and Facility use shall be limited to places and times identified by the Events & Scheduling Office, but shall be sufficiently frequent and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these guidelines and procedures, or as authorized by law, no organizations shall be denied the use of KCKCC venues and facilities because of the content of speech to be undertaken during the use.

The individual requesting the venue is responsible for being present for the duration of the event and monitoring the appropriate behavior of the group. This includes confining the group to the rooms, corridors, and restrooms for the times agreed upon.

Requests will be accepted on a first-come, first serve basis by application only. Use of the venue and/or facility is subject to availability and the College has priority. All times one would like to use the space, regardless of its use, must be requested on the system, and will be included in the rental quote.

Outside the designated public forum areas, the following shall apply: All persons and organizations shall be required to provide KCKCC with a venue and facility rental agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of venues and facilities.

The user of KCKCC's venue and facilities for political activities, along with free speech, public assembly, and distribution/petitioning activities for the purposes of expression and dissent must follow the guidelines for dissemination and solicitation stipulated in the College policy regarding ***Guidelines on Distribution of Materials by Non-Entities.***

The campus hours are approximately 7:00 a.m. – 10:00 p.m. KCKCC may require Campus Police as a condition of use whenever it is deemed to be in the College's best interest.

KCKCC is a smoke Free campus. The use of e-cigarettes, vapor devices, or tobacco is prohibited on all KCKCC campuses.

Any illegal use of venues and facilities, but not limited to gambling, possession of alcohol, illegal drugs, exhibition weapons, firearms, or disorderly conduct will not be permitted, and prohibited.

KCKCC reserves the right to schedule other activities and events in other parts of the building not covered by the approved request.

Any signs/banners advertising goods/services and/or decorations must be approved in advance. KCKCC reserves the right to remove any such materials that risk damage to the facilities or conflict with College policies.

Food and beverages are not allowed in the auditorium of the Performing Arts Center, Field House, and Athletic venues and facilities. Approval for concessions in the lobby made by made at the production meeting or in communication with the Venue and Facility Specialist.

Overnight camping on KCKCC venue and facilities, including designated public forum areas is prohibited. No person or organization may use any of the College's venue and facilities for living accommodation purposes such as sleeping activities, or making preparations to sleep, including laying down of bedding for the purpose of sleeping, carrying on cooking activities, or strong personal belongings (except facilities specifically identified for such cooking or storage), or making any fire, or using any tents or other structure for sleeping, or doing and digging or earth breaking.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on KCKCC property without specific written approval by the President's Cabinet.

Venue and Facility requests for events occurring during the semester College closure dates, and on campus holidays **will not be permitted or approved.**

Certificate of Liability Required

All organizations (for profit and nonprofit) shall also be required to provide a certificate of liability to be furnished by the applicant in the amount of \$1 million (USD) at the time of receipt of a PENDING status confirmation of the event request, at least 30 days before the event date.

The user and the organizational group shall be responsible for all damages or loss to the building, facilities, and equipment as well as any additional fees incurred due to excessive cleanup or exceeding the agreed upon times of use. Should the College be exposed to any liability as a result of facilities rented for an event, KCKCC reserves the right to deny future requests or require additional liability insurance from the renter.

Venue & Facility Rental Rates

Please view the *Venue & Facility Rental Rates* information in regards to rates. Discount rates are available to Nonprofit organizations, Wyandotte County residents, and KCKCC employees. Documentation required per entity to receive designated rate.

An **administrative fee of \$75.00 per event** is applied to all external/community related event requests. This fee is nonrefundable and is not eligible to be waived.

A **damage deposit of 50%** of the venue and facility rental rate is applied to all external/community related event requests. This deposit is refundable.

Failure to pay rates or comply with College guidelines may result in the denial of future reservations and/or recovery action. Reservation confirmations are non-transferrable. (That is, facilities may not be “sublet.”)

The Approval & Scheduling Process

1. A completed Venue & Facility Usage Request Form online at kckcc.edu must be submitted before any request can be considered. Failure to provide complete information, will result in the return of the form to the customer requested, to resubmit upon completion. This can cause delays in the approval process. Requests are approved in the order in which they are received. Communication of approval and next steps is handled via email.
2. Rental rates (if applicable) include hours of preparation, actual event, and clean-up following; services required to ensure safe, effective use of the facility and property; and the charitable status of the requesting organization. An estimated cost will be given at the time of approval; however, it may be updated, depending upon actual usage.
3. Additional charges incurred (additional janitorial services, property damages, additional time not originally planned, etc.) will be billed after the event. KCKCC property must be used properly, and damage due to misuse will be the responsibility of the renter and payable immediately. Failure to comply will result in the denial of any future rentals or reservation, and possible recovery action.
4. You MUST have an EMAIL CONFIRMATION to use space at any of our campuses.
5. Payment for usage of venue or facility must be paid in full, along with the damage deposit (refundable) prior to scheduling any space on campus.

Cancellation Policy

Notification of cancellation for any space on campus must be communicated and required with us via email at KCKCCEvents@kckcc.edu or by phone at (913) 288-7332. Notification of cancellation of the event is required thirty (30) days prior to an event in order to receive 100% of paid fees. If cancellation is within 29 days, 33 1/3% of the usage fee will be retained by the College. If cancellation notices are less than 20 days, 50% of the fee will be retained. Any Cancellation less than ten (10) days, KCKCC will retain the full fee.

Kansas City Kansas Community College administration reserves the right to cancel an event if unforeseen circumstances arise (i.e. power outage, natural disasters, accessibility)

DEFINITIONS

Internal/College Related Events is defined as any group or person that is affiliated and/or employed at Kansas City Kansas Community College and the event, meeting or activity is College-related only (i.e. departments, divisions, employees, etc.)

External/Community Related Events are activities hosted by external entities and community groups and persons that are not College-related or affiliated. These persons or groups are generally charged a rental rate.

Co-Sponsored Events are defined as activities conducted in collaboration with an external/community group and is sponsored by a division or department within Kansas City Kansas Community College

Partnerships are defined groups and organizations that are identified and approved by the College's administration as "partnership organizations." These groups and organizations receive "partnership benefits" in regards to hosting activities at any of KCKCC's campuses.

Nonprofit Organization is any group or organization that has a 501c3 nonprofit status with the federal government. Organizations and groups using their nonprofit status must also produce insurance through that nonprofit organization

For Profit Group or Organization is any business, commercial groups or organizations, or individuals who make a profit from the event and used for personal gain. Organizations and groups using their for profit status must also produce insurance through the group or organization

Civic Group or Organization is a community group or organization that does not carry a 501c3 status and is not receiving income from venue and facility usage.

Fundraising Event is any activity that is open to the public that applies admission fees both on and off site; sales of goods and/or services.

Private Party is any activity that is hosted by a group, organization, or individual that is not open to the general public and not publicly promoted (flyers, radio ads, etc). Some examples are wedding receptions, family dinners, anniversary party, etc.

VENUES & FACILITY SPACES

KCKCC Main Campus – Meeting Rooms, Conference Rooms, & Classrooms

External/Community event requests for any of the KCKCC's Main Campus meeting rooms, conference rooms, and classrooms **must be requested fifteen (15) business days in advance**. *Internal/College event requests must be requested three (3) business days in advance*. **Any large or major event with an attendance of seventy-five (75) people or more, and require extensive setup, must be requested thirty (30) business days in advance**. Use of the venue/facility is subject to availability through the Events & Scheduling Office. Any KCKCC college related event has priority of usage requests.

Available Public Meeting Rooms, Conference Rooms, and Classrooms

Math Building -	Conference Room 3500C (Capacity: 10)
Jewell Building -	Deli Floor Area (Capacity: 100)
Jewell Building -	Lower Level Lounge (Capacity: 320)
Jewell Building -	Upper Level Lounge (Capacity: 320)
Jewell Building -	Meeting Room 2325/26 (Capacity: 80)
Jewell Building -	Conference Room 3397 (Capacity: 30)

Classrooms with Computers have a general capacity of 18. Please inquire about particular classrooms with computers.

Most General Classroom spaces (without computers) have a capacity of 24, except for:

Nursing Building -	Room 2703 (Capacity: 55)
Nursing Building -	Room 2705 (Capacity: 110)

Last Minute (day before) request will not be considered unless the event is mandated and deemed a necessity by the administration and/or deans of KCKCC. If you are requesting space for an event the next day, please contact the Events & Scheduling office upon completion of the request form at KCKCCEvents@kckcc.edu or (913) 288-7332. This option is ONLY available for College-related organizations and employees.)

Main Campus Classrooms, Conference Rooms, and Meeting Rooms are NOT AVAILABLE during the Fall & Spring Semesters on Sunday. During the Summer semester, it is not available on Friday and Sunday. This rule does not apply to the Mary Ann Flunder Lodge by the Lake. Please read further for information concerning that space.

Mary Ann Flunder Lodge by the Lake

Request for usage of the Mary Ann Flunder Lodge by the Lake **must be requested NO LATER THAN fifteen (15) business days in advance**. Request are reviewed, approved, and scheduled up to six (6) months in advance for external/community users. Use of the venue/facility is subject to availability through our Events & Scheduling Office. Any KCKCC college related event has priority of usage.

Capacity: 75

Space Reservation/Rental Includes

A separate men's and women's restroom

Fully working kitchen appliances (refrigerator, range, wet sink, microwave, oven)

Six (6) 8 ft. long rectangular tables w/ 8 chairs per table

Three (3) 6 ft. long rectangular tables w/ 6 chairs per table

Two (2) additional 20" x 6' rectangular tables for use

*KCKCC not provide small appliances, cookware, serving utensils, or tableware.

*Users may move tables/chairs around. The floor plan is standard. Facility Services does not move format or setup for events held at the Mary Ann Flunder Lodge by the Lake

Fire is available for fireplace, weather permitting for an **additional charge**.

Facility Services must be called for major spill cleanup at (913) 238-1078.

Campus Police will unlock doors at access time, not before.

*Reservations for the **Mary Ann Flunder Lodge by the Lake** during all semesters are available Sunday through Saturday, except for when the college is closed due to holidays. On Sundays, only one event can be reserved at the MAF Lodge by the Lake.*

Athletic Spaces & Field House

Request for any of the Athletic spaces and the KCKCC Field House **must be requested thirty (30) days in advance**. Use of the venue/facility is subject to availability through our Events & Scheduling Office. Any KCKCC college related event has priority of usage requests.

Athletic Spaces Identified:

Field House (Capacity: 2000)

Baseball Field (Capacity: 285)

Soccer Field(s)

- North (Capacity: 193)
- South (Capacity: 193)

Track Field (Capacity: 150)

Softball Field (Capacity: 150)

Performing Arts Center

KCKCC is pleased to share its Performing Arts Center (PAC) facilities with the greater Kansas City Kansas community. To ensure a positive experience, each member of your group – performers, participants, attendees, etc. – is expected to comply with the guidelines and requirements regarding use of the college facilities and specifically the use of the PAC. Requests **must be requested thirty (30) days in advance**. Use of the venue/facility is subject to availability through our Events & Scheduling Office. Any KCKCC college related event has priority of usage.

Seating Capacity: 363

Rental/Reservation Includes:

Use of stage apron	House lights
Use of main stage	Lobby area and lights
House sound system	Free campus parking
Seating areas	restrooms
Heating/air conditioning	water

Event reservation time must include all time in the facility, from the initial loading in through the final loading out by the lessee. This would include all time required for any event activities. No access will be granted to the PAC that has not been scheduled. Activity extending beyond the reservation time will be subject to additional billing. Actual time in the space and staffing needs will be determined in a production meeting approximately 6 weeks before the event with the lessee and the Technical Director. This is often done by telephone.

All events accepted for staging in the PAC will be required to utilize KCKCC personnel to ensure safe, appropriate use of college facilities and property. Staffing needs are decided by the Technical Director at the production meeting *described above*. Actual time of stage use, within the reservation time, will also be determined. These costs will be included in the final pricing.

Available Equipment Includes

Upright piano Microphones
Piano tuning Stage Lighting
Follow Spots

Available Staffing

Audio Technician
Lighting Technician
Janitorial Service
Security Service

Thomas R. Burke Technical Education Center – Conference Room, Multipurpose Rooms, and Atrium

External/Community event requests for any of the spaces at the Thomas R. Burke Technical Education Center **must be requested thirty (30) business days in advance**. *Internal/College related event requests must be requested fifteen (15) business days in advance*. **Any large or major event with an attendance of seventy-five (75) or more people, and require extensive setup, must be requested thirty (30) business days in advance**. Use of the venue/facility is subject to availability through the Events & Scheduling Office. Any KCKCC college related event has priority of usage requests.

*Reservations at the **Thomas R. Burke Technical Education** is **NOT AVAILABLE** on during the Fall & Spring Semesters on Saturday and Sunday. During the Summer semester, it is not available on Friday, Saturday, and Sunday.*

Leavenworth-Pioneer Career Center – Meeting Rooms, Conference Rooms, Multipurpose Rooms, & Classrooms

External/Community event requests for any of the KCKCC's Main Campus meeting rooms, conference rooms, and classrooms **must be requested fifteen (15) business days in advance**. *Internal/College event requests must be requested three (3) business days in advance*. **Any large or major event with an attendance of seventy-five (75) or more people, and require extensive setup, must be requested thirty (30) business days in advance**. Use of the venue/facility is subject to availability through the Events & Scheduling Office. Any KCKCC college related event has priority of usage requests.

*Reservations at the **Leavenworth – Pioneer Career Center** is **NOT AVAILABLE** on during the Fall & Spring Semesters on Saturday and Sunday. During the Summer semester, it is not available on Friday, Saturday, and Sunday.*