

AAHCH

African American
History & Culture House



Facility Information
And
Reservation Request Form



The University of Missouri - Kansas City

User Responsibilities

- You must designate a main contact/on-site coordinator who will remain at the AAHCH throughout the entire event to work with caterers, greet guests, and communicate with AAHCH staff.
- Please arrive at least 30 minutes prior to the start of your event to prepare and set up, meet your caterer, and receive your guests.
- You are responsible for room set up and arranging furniture for your event. AAHCH staff will be there to assist.
- You are responsible for your members, guests and their possessions.
- You are responsible for clean-up after your event and required to return the Culture House to the same clean, orderly state in which it was presented. Failure to do so may result in a fine.
- Any damage, accidents, or problems that occur during your event must be promptly reported to AAHCH staff so that appropriate action can be taken.
- Candle lightings are not allowed.
- You are responsible for bringing your own event materials and essentials, paper plates, napkins, disposable utensils, cups, table linens, and other materials you will need in multiple quantities.
- You are responsible for removing all event materials from the Culture House at the end of your event. Please ask a staff member before leaving any flyers, books, pamphlets or brochures.
- Please call 48 hours prior to your event to confirm your reservation or to notify our office of any changes or cancellations.
- Your event should not involve any activity that will pose any danger to the health, safety or welfare to anyone present.
- Please have all attendees sign the Culture House sign-in book.

Welcome to the Culture House!

Thank you for choosing the African American History and Culture House at the University of Missouri - Kansas City for your next event. The Culture House is available for meetings, programs, workshops, events and classes hosted by UMKC students, student organizations, staff, faculty, Kansas City community organizations, non-profit organizations, and members of the community. This packet is intended to provide you with some helpful information as you plan your event in our facility. After you have read the information, please complete the **Reservation Request Form** and mail or fax it back to us. If you require any additional information, please don't hesitate to contact us at 816-235-5641.

Location and contact information

Location: 5245 Rockhill Road, Kansas City, Mo 64110
On the northeast corner of 53rd Street and Rockhill Road

Mailing Address: The African American History & Culture House
5100 Rockhill Rd.
Kansas City, MO 64110

Campus Mail: 5245 Rockhill, 00216

Phone: 816-235-5641
Fax: 816-235-5645
Email: msa@umkc.edu
Website: www.umkc.edu/msa/aahch

Hours of Operation

Closed Monday
Tuesday and Friday, 11:00 am - 5:00 pm

Closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (and day after), Christmas Eve, Christmas Day, and New Year's Eve.

The Culture House is also closed during campus closures due to inclement weather and during the UMKC campus winter break. Please call for details.

Fees

The Culture House is available free of charge for events held within normal business hours.

Students: Weekdays - MSA student organizations are required to make a \$50 refundable deposit. This deposit ensures that you will return The Culture House to a clean, orderly state after your event. The deposit will be refunded after inspection of The Culture House. **Weekends (Friday after 5pm, Saturday & Sunday)** - There is a \$25 charge with a maximum of 4 hours.

UMKC Departments, Staff, Faculty and Community Organizations: There is a \$75 charge for the use of the Culture House with a 4 hour maximum usage; each additional hour is \$10. Usage is at the discretion of the AAHCH staff according to event. The \$75 charge is due upon making the reservation. All guests are responsible for set-up and clean-up. All guests are subject to a minimum \$75 clean up fee if the Culture House is not returned to a clean, orderly state after your event (see *User Responsibilities*). Please call 816-235-5641 for more information.

Making a Reservation

Please call 816-235-5641 to request your date. Next, complete the **Reservation Request Form** and mail or fax it to the above address and fax number. Please keep a copy for your records.

Deadline for Reservations

For events occurring during normal business hours, reservations must be made at least **two weeks** in advance. For events occurring outside normal business hours, reservations must be made at least **three weeks** in advance and are subject to review. Reservations may be made up to 90 days prior to the event.

Staffing

All events will be staffed by at least one Culture House staff member.

Spaces Available

Multi-Purpose Room: Our most versatile room. Used for meetings, lectures workshops, classes, etc. TV and VCR available. Maximum capacity depends on set up and type of event, but is approx. 50 people.

TV Lounge: Used for movie viewing, study groups, casual meetings, etc. Includes big screen TV and DVD/VCR player. Maximum capacity approx. 20 people.

Library: Used for study groups and small group meetings. Maximum capacity 7-10 people.

A **kitchen** is available for use to prepare and set up food. Appliances include: refrigerator, microwave, toaster, coffee maker, & crockpot. Some serving platters and utensils are available.

We encourage everyone to tour the Culture House to find out if our facility can meet your needs. Please call 816-235-5641 or stop by during regular business hours.

Equipment Available

Portable PA System/Podium

TV/DVD/VCR (DVD/VCR in TV Lounge only)

Overhead projector

Chalkboard (2nd floor only)

Easel w/ flipchart or dry erase board

Additional Seating

Copier (guests may use copier and paper for small quantities. Please ask a staff member for assistance)

Parking

Street parking is available along the side streets south of the Culture House. Metered parking is available directly across the street at 53rd & Charlotte. Meters are \$0.75/hr. Covered parking is available in the parking structure at 52nd & Rockhill for Staff, Faculty, & Students with valid permits. Street parking is also available on Rockhill Rd. after 6pm. Please note that the parking lot directly outside the Culture House is designated for UMKC Staff & Faculty with valid permits and violators risk being ticketed.

Smoking

The AAHCH is a smoke-free facility. Smoking is allowed outside, away from entrances.

Catering

The AAHCH does not provide on-site catering. You are welcome to bring your own food or use a caterer of your choice. All communications and arrangements with caterers are your responsibility.

Vendors

Sale Policy: the sale of anything, the soliciting of subscriptions, or the collection of dues is prohibited in University buildings and on University grounds without prior authorization from the vice chancellor for administrative affairs or the chancellor. A "Permit to Sell" form can be picked up in the Student Life Office in the University Center and must be completed along with a "Facilities Request" form at least two weeks before the event. If recognized student organizations want to hold a bake sale, all sanitation guidelines and health regulations must be followed completely.

Alcohol

Alcohol Policy: The use or possession of any alcoholic beverage is strictly prohibited on all University property except where appropriate University approval is given, subject to legal requirements. Guidelines for alcohol use are available at the Student Life Office, located on the ground floor of the University Center. To request the use of alcoholic beverages, student organizations should inquire at the Office of Student Auxiliary Services.

Cancellations

Please make any changes or cancellations at least 72 hours prior to your event. Any last minute cancellations may result in the forfeit of your deposit.

AAHCH Reservation Request Form

Today's Date: _____

Name of Event: _____

Requested Date: _____ Time: _____

Room Requested: Multipurpose Room Library TV lounge

Name: _____

Organization: _____

UMKC Affiliated? Yes No If yes, how? _____

Phone: _____ Mobile: _____ Email: _____

Additional Contact Person: _____

Phone: _____ Mobile: _____ E-mail: _____

Please describe the event and activities:

* Please attach flyer/announcement of event if available

Equipment Requested: Chalkboard (2nd Floor) Additional seating
 Easel (flipchart/dry erase board) Portable PA system
 Computer Lab TV/VCR/DVD

Admission fee charged? Yes No
If yes, what is the amount to be charged? \$ _____

Will there be Vendors? Yes No
If yes, see the UMKC Policy and complete a **Permit to Sell Request Form**. You may obtain this information from the Student Life Office, Room G-6, in the University Center located at 5000 Holmes.
_____ (Please initial) *I have read and will comply with the UMKC sale policy.*

Will there be Alcohol served? Yes No
If yes, you must comply with the UMKC Alcohol Policy and submit letter of approval with this request.
_____ (Please initial) *I have read and will comply with the UMKC alcohol policy.*
_____ (Please initial) *I have read and will comply with all Culture House User Responsibilities.*

Signature _____ Date _____

Please mail to: The African American History & Culture House
5100 Rockhill Rd, KCMO 64110
(via US Mail)

AAHCH
5245 Rockhill, 00216
(via Campus Mail)

Fax to : 816-235-5645

For office use only: Approved by: _____ Date: _____

Deposit/Usage Charge \$ _____
Cleaning Fees \$ _____
Balance \$ _____

Received by: _____ Date: _____