

Western Historical Manuscript Collection-Kansas City
University Archives-Kansas City
302 Newcomb Hall, UMKC
(816) 235-1543

Edgar Snow Research Room Reservation Procedures

The Edgar Snow Research Room may be used for receptions and activities other than those associated with the normal function of the WHMC/UA-KC operation on a very limited basis in accordance with the following regulations. Such uses must minimize interference with the research function of the room.

1. All requests for use of the room for reception purposes **MUST** be approved by the Associate Director of WHMC/UA for the Kansas City campus.
2. The room is rated to accommodate not more than 75 people. Reception sponsors must request use of the room for receptions at least **TWO WEEKS** in advance of the planned event.
3. The Associate Director of WHMC/UA will maintain a schedule of receptions. In the event of conflict between or among receptions, the Associate Director of WHMC/UA will work with the parties involved to resolve the conflict. The Associate Director of WHMC/UA will have final authority for the use of the Research room.
4. Receptions should be planned, insofar as possible, to minimize interference with the research function of the room. Reception sponsors should plan all receptions, Monday to Friday, to commence no earlier than 3:30 p.m. (set up beginning at 3:00 p.m.) and to end no later than 7:00 p.m. The room will not ordinarily be available on weekends.
5. Reception sponsors are responsible for making all arrangements for events including catering, extra tables and chairs if required, hosts and hostesses if necessary, liquor approvals if necessary, special security if required, and clean-up. No food supplies can remain in the room overnight following a reception.
6. A special form for serving alcoholic beverages on campus may be required and is available from the University Center staff at 235-1411. We recommend all food service be arranged through UMKC Food Services (235-1076).
7. Keep in mind that certain foods such as BBQ sauce, red wine, and cranberry juice, have the potential to create indelible stains on the room furnishings. Such food should be avoided and only white wine may be served in the Snow room. The Reception sponsors will be responsible for the cost of any special cleaning or replacement of items damaged during the event.
8. Smoking is not permitted in the Edgar Snow Research Room.
9. Reception sponsors are responsible for securing, mounting and removing all special decorations to be used in conjunction with their reception. The Associate Director of WHMC/UA must approve all special decorations prior to the reception.
10. Reception sponsors are reminded that the books, equipment, artifacts, and exhibits in the Edgar Snow Research Room are not to be disturbed.
11. The Edgar Snow Research Room shall not be used as a general exhibit gallery for the University of Missouri-Kansas City. Its exhibits shall remain focused on the Edgar Snow Collection and on the collections of the University Archives and the Western Historical Manuscript Collection.

**PLEASE HAVE GUESTS ENTER THE EDGAR SNOW RESEARCH ROOM
THROUGH THE SOUTH DOOR.**

