The UMKC Student Union, opened in August of 2010, is uniquely built for UMKC students, by UMKC Students. Students voted through referendum to assess fees in support of the 109,742 square foot structure that will house dining, entertainment, organization, and meeting spaces specifically geared toward enhancing student engagement at UMKC.

As a result, recognized student organizations will be the primary and exclusive users of the facility. All facility booking procedures and guidelines will provide access and opportunity to our participating student groups and functions. Our mission is to provide a welcoming and sustainable environment that values the diversity of all students, and our goal is to encourage maximum student participation in our spaces and programs.

Opportunities for utilization may be afforded to campus departments and University initiatives through the request/approval process and fee structure. The Division of Student Affairs reserves the right to consider such requests, and allocate spaces that best represent the mission and goals of the University in enhancing student success.

**ANNUAL Privilege**
User group in category may schedule space in the Student Union in the calendar year up to the date prior to the request. For example:

If making the request on April 8 of 2010, the user group can book space through April 7 of 2011.

**STANDARD Privilege**
User group in category may schedule space during the defined open booking periods as follows:

- On January 2 – Schedule booking opens through July.
- On the Monday following Spring Break – Schedule booking opens through December.
- On the Tuesday following Labor Day – Schedule booking opens through May.
Application request submitted to the Division of Student Affairs and Enrollment Management.

Request reviewed by the Division of Student Affairs and Enrollment Management.

**APPROVED**
Request submitted to Conference Assistant for Space Availability Assessment within STANDARD booking schedule.

**DENIED**
Result communicated to allow Alternative Space Planning.

Conference Assistant reviews approved request.

**SPACE AVAILABLE**
Conference Assistant will begin event booking process, including contract agreement, logistical planning, and catering services arrangement.

**SPACE UNAVAILABLE**
Result communicated to allow Alternative Space Planning.

Conference Assistant confirms event contract and detailed event information.

*Formal Approval Process on Page 2.*