

# UNITED WAY OF GREATER KANSAS CITY

## Guidelines for External Meetings

### Principals:

For groups utilizing the United Way of Greater Kansas City Conference Rooms, it's imperative to align their events with charitable objectives. Attendees cannot be charged a fee to join the meeting or event.

Furthermore, the Conference Rooms may not be utilized for activities endorsing any specific religious faith or doctrine, nor for political endeavors, unless invited to contribute to a non-political affair. Should a candidate or elected official utilize the space, it must solely be to address matters pertinent to the United Way of Greater Kansas City, devoid of any partisan agenda.

Fundraisers are not permitted unless directly benefiting the United Way of Greater Kansas City or its initiatives.

Safety is paramount. Individuals must refrain from actions endangering themselves or others, such as standing on furniture or engaging in strenuous physical activities. By disregarding these guidelines, individuals and associated organizations assume full responsibility and release United Way of Greater Kansas City from any resulting liabilities.

As a smoke-free and gun-free environment, smoking and firearms are strictly prohibited within the premises.

Without explicit written consent from the United Way of Greater Kansas City's Marketing Department, use of the Conference Rooms does not confer the right to employ the organization's name or logo, except for identifying the event's location.

Please note, United Way of Greater Kansas City reserves the right to adjust the terms outlined herein, including on a case-by-case basis, at its discretion.

### Reservation Process:

- External meeting hosts are kindly requested to complete our Event and Meeting Request form available [here](#). To ensure optimal accommodation, please furnish the required information at least one month prior to the event or meeting date. Our dedicated facilities team will diligently review your request and confirm space availability within two weeks. Upon confirmation, detailed information about the reserved space will be promptly provided.
- Should any modifications to the meeting arise or if cancellation becomes necessary, we urge you to promptly inform our team via email at [facilities@uwgkc.org](mailto:facilities@uwgkc.org).
- United Way of Greater Kansas City reserves the right to cancel the reservation of meeting room(s) up to 3 months in advance of the event if a scheduling conflict arises where United Way requires the use of the space.
- For any inquiries or assistance regarding your request, please feel free to reach out to our facilities team directly at [facilities@uwgkc.org](mailto:facilities@uwgkc.org).

### Cost + Hours of Operation:

#### Cost:

As a nonprofit organization, we value the opportunity to collaborate with our partners by providing access to our office space for meetings and events. However, to ensure compliance with nonprofit regulations, we have established the following cost structure:

**Nonprofit Organizations:** Nonprofit organizations that are current partners of United Way of Greater Kansas City or are potential partners engaged in discussions with us.

- **Usage Fee:** No fee will be charged for the use of our office space by nonprofit partners.
- **Restrictions:** The space may not be used for events that generate revenue for the nonprofit partner, unless prior approval is obtained. Hosting events outside of our normal weekday office hours of 9am-5pm or during staff holidays is subject to the availability of United Way staff.

**Corporate/For-Profit Partners:** For-profit organizations and corporate partners, including board members representing for-profit entities, will be charged the usage fee.

- **Usage Fee:** \$110/hour for the CommUNITY Space, \$10/hour for conference rooms.
- **Restrictions:** Hosting events outside of our normal weekday office hours of 9am-5pm or during staff holidays is subject to the availability of United Way staff.
- **Discounted Rates:** Corporate partners may be eligible for discounted or waived fees if their use aligns with community or charitable initiatives that align with the United Way mission, subject to approval by our leadership.

## Hours of Operation:

Our business hours are Monday-Friday, 9am-5pm. We also observe approximately 15 staff holidays throughout the year.

## Parking + Access Instructions:

- Parking is provided in the surface lot, with designated visitor spots available, as well as street parking. Our security team oversees visitor parking, and any infractions will result in ticketing or towing at the owner's expense.
- During regular business hours, visitors will be able to access the 4th floor via the elevator vestibules without security authorization. However, outside of these hours, visitors will be required to provide identification for admittance into the building.
- External meeting hosts and guests are responsible for unloading all food and event supplies from their vehicles and carrying them to the United Way office before their event as well as carrying these items to vehicles / loading them into vehicles after the event. United Way staff can supply a rolling cart for this purpose, but staff members are not to be expected to perform these duties.

## Room Etiquette:

|                                |  |
|--------------------------------|--|
| <b>Timeliness &amp; Set-Up</b> | <ul style="list-style-type: none"><li>• <b>Timeliness is key; start and end meetings promptly to respect everyone's schedule. Arrive a few minutes early for setup, and ensure you conclude on time. Familiarize yourself with the room's technology beforehand and arrive early for setup, testing all equipment in advance.</b></li></ul>  |
| <b>Cleanliness</b>             | <ul style="list-style-type: none"><li>• <b>To uphold cleanliness standards, it's essential to leave the conference room in the same condition as you found it. This includes disposing of trash, erasing whiteboards, returning furniture to its original position, and turning off all equipment. Waste disposal should be managed using designated trash and recycling bins, ensuring no debris is left on counters or in communal areas. The Event Host assumes responsibility for clearing all items brought in for the event, such as decorations, event programs, table coverings, posters, and streamers, which should be appropriately discarded in the provided receptacles. Cleaning efforts should begin promptly at the conclusion of the event.</b></li></ul> |
| <b>Food and Drinks</b>         | <ul style="list-style-type: none"><li>• <b>You may bring beverages such as coffee, water, and soft drinks in closed containers with spill-proof lids. Alcohol is not permitted. Be mindful of spills and crumbs, cleaning them promptly. After the meeting, remove any leftover food and drinks, dispose of trash, and leave the room tidy for the next group.</b></li></ul>   |
| <b>Decorations</b>             | <ul style="list-style-type: none"><li>• <b>Decorations utilized in the space must be affixed using blue painters' tape, which should be provided by the Event Host. Under no circumstances are tacks, staples, glue, scotch tape, gaffers tape, nails, or any other items that may cause damage to walls, woodwork, or furniture to be used. Painting within the meeting rooms is strictly prohibited. Furthermore, the use of glitter, confetti, helium balloons, silly string, fog machines, or smoke machines is not permitted in the conference space at any time. Nothing may be attached to blinds, blind mechanisms, or ceilings; only attachment to windows, walls, or window frames is allowed.</b></li></ul>   |
| <b>Kitchen Area</b>            | <ul style="list-style-type: none"><li>• <b>Clean up after yourself by washing dishes, utensils, and equipment promptly. Dispose of stored food properly or take it with you when you leave. Respect shared areas by keeping them clean and wiping up spills and crumbs. Use microwave covers to prevent splatters, and promptly clean any spills.</b></li></ul>  |
| <b>Noise Levels</b>            | <ul style="list-style-type: none"><li>• <b>Keep noise levels low by avoiding loud conversations and using devices at a moderate volume.</b></li></ul>  |
| <b>Safety</b>                  | <ul style="list-style-type: none"><li>• <b>To ensure safety, all loose cords or wires on the floor must be securely taped down. The Event Host is responsible for maintaining a safety-conscious environment and should take all necessary precautions to prevent injuries.</b></li></ul>  |

## Damages:

United Way of Greater Kansas City cannot be held responsible for any damage to merchandise or belongings left on the premises before, during, or after an event. Arrangement for storage of equipment should be made prior to the event. The Event Host assumes responsibility for maintaining the room's orderliness and will be accountable for any damage or excessive cleaning required beyond normal wear and tear, including damage to the room, equipment, or furniture during the event.

Both United Way staff and the Event Host will conduct a spot check of the meeting rooms to identify any pre-existing damage, ensuring that the group is not held liable for any previously damaged items and that the next group receives a clean, damage-free space. Any pre-existing damage will be documented in the Event and Meeting Request Form.

In the event of willful damage, excessive wear and tear as determined by United Way of Greater Kansas City, or accidental

damage, the Event Host will be promptly notified. Actual repair or replacement costs will be provided whenever feasible.

**Room Layout + Technology:**

The Event Host will receive room layout diagrams (if applicable) before the event. It's important to note that the Event Host is not authorized to modify the furniture or equipment arrangement in the meeting rooms. Any adjustments to the event layout must be requested through Event and Meeting Request Form. Please be aware that in certain circumstances, modifications may not be feasible. The conference rooms and building are ADA accessible.

The Conference Rooms are equipped to accommodate diverse audio-visual requirements. Our staff will collaborate with the Event Host to customize the environment according to the event's needs.

Equipment reservations operate on a first-come, first-served basis. Should an event necessitate technology not readily available onsite, the Event Host is responsible for arranging and covering the costs associated with equipment, setup, and labor. Advance notification via the Event and Meeting Request Form is mandatory for any external audio-visual requirements.

Wireless access is available in all conference rooms for seamless connectivity. Guests may access the wireless network "United Way Guest" by entering the password: UnitedWeWiFi!26

**Food/Catering + Alcoholic Beverages:**

Outside food and non-alcoholic beverages are permitted, however, please note that we do not supply paper goods or utensils. Alcohol is not permitted.

Complimentary water and ice are available upon request for meetings lasting one hour or longer.

**Emergency Procedures:**

The lobby security desk can be reached at 816.531.4728. Security personnel are available 24/7. For any security assistance or inquiries during both regular business hours and after-hours, please contact the Security Desk.

**I have read and agree to abide by the guidelines established for external meetings.**

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Name (Please Print)

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Signature and Date

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Organization

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Date of Meeting Room or  
Event Space Usage

