

ROCKHURST UNIVERSITY COMMUNITY CENTER MEETING ROOM APPLICATION

Community Center Mission

The Rockhurst University Community Center exists to serve the unmet needs of residents in our neighborhood with particular emphasis on learning, leadership and service in the Jesuit tradition.

Community Center Policies (Updated July 2009)

- Rockhurst University reserves the right to decide which groups or organizations can use or continue to use the Community Center, in accordance with the university's Jesuit mission and values.
- The President of the University, University departments and student organizations hold the highest priority for room reservations, followed by non-profit groups in the 49/63 Neighborhood.
- Space for academic courses is available only if the course has a community outreach component.
- Political and special interests groups may not use the community center for meetings or events. Exceptions to this are Rockhurst University student organizations that are in compliance with Rockhurst University Political and Campaign Activity Policy.
- Meetings may be scheduled during the hours of 8 a.m. – 9 p.m. Monday – Saturday. The Community Center is closed on Sundays and holidays.
- A maximum of 60 people is allowed in the large meeting room (rooms 204 and 205 combined). No group expecting to exceed this capacity will be allowed to use the meeting room.
- Smoking and the consumption of alcoholic beverages are not allowed in the community center.
- All parties are responsible for cleaning up after their events. A cleaning fee of \$35 will be charged to groups that serve meals at their events. If you need assistance with catering, call Sodexho, Rockhurst's on-campus food service provider, at (816) 501-4011.
- Children under the age of 18 must be supervised by adult chaperones at all times: one chaperone to 14 children.
- A technology fee of \$15 will be charged for all groups requesting audiovisual equipment.
- Rockhurst University is not responsible for any lost, stolen or damaged items that belong to any organization or members of organizations that use the Community Center.
- Parking is available on campus. If you expect guests to arrive in school buses please indicate that on your application.
- The Organization will be responsible for and will pay to Rockhurst University any charges for any damages assessed by the University, at its option, by repair or placement costs.
- The Organization agrees to indemnify and hold Rockhurst University free and harmless from all liability, loss, damage, costs, and all other claims or expenses asserted against the University which may arise from injuries to persons or property of, or caused by staff, employees, members and guests of the Organization while on University Property, including, without limitation, the Community Center, parking lots, athletic facilities, academic facilities, and residential facilities.
- The University expects all guests to conduct themselves in a respectful, responsible manner that does not disrupt other University activities, or endanger the health or safety of any person on University Property. The Organization, its staff, employees, members and guests are required to adhere to all University policies, regulations and guidelines and all local, state, and federal laws concerning health, safety, and public order. The Organization agrees to communicate the terms and expectations of this Agreement to all staff, employees, members and guests using the Community Center. Rockhurst may require the Organization to remove any staff, employee, member or guest of the Organization from Rockhurst when Rockhurst, in its discretion, determines that the behavior or conduct of a staff member, employee, member or guest of the Organization is not in compliance as defined herein.

To reserve a meeting room, please submit the application below to Community Center administration. You may fax it to (816) 501-4718, mail to 1100 Rockhurst Road, Kansas City, MO 64110, or drop it off at the Community Center at 5401 Troost Avenue. Room availability may be subject to change.

Rockhurst University Community Center Meeting Room Application (please print)

Name of Organization _____

If student organization, please list moderator's name and extension _____

Organization Address (please include city, state and zip code) _____

Organization Web site _____ Organization E-mail _____

Organization Phone _____ Organization Fax _____

Organization Description _____

Contact Person (please include first and last names) _____

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

E-mail _____

Address (please include city, state and zip code) _____

Date of Event _____

Type of Event _____

Time of Event: _____ a.m./p.m. to _____ a.m./p.m.

What time do you plan to setup? _____ a.m./p.m.

How many people will attend? _____ (cannot exceed 60)

Do you plan to serve a meal? (please include \$35) yes no

Do you need to use audiovisual equipment? (please include \$15) yes no

Purpose of event _____

Special parking for school buses? yes no

Will the news media be invited to your event? yes no

Is your meeting open to the public? yes no

How would you like to receive your confirmation? fax e-mail post mail

I have read the Rockhurst University Community Center policies and agree to be bound by those policies, including the release from liability and agreement to indemnify Rockhurst University, on behalf of the organization seeking to use the Rockhurst University Community Center.

Name (please print) _____ Date _____

Signature _____

For Internal Use Only

Room Assignment 204 205 204-205 kitchen special

Special Parking for Buses _____

Audiovisual Requests fee received work order

Room Set-up Requests _____ Room work order _____

Cleaning fee received _____

Confirmation date _____ Confirmation format mail phone email fax

Comments _____