

# DIASTOLE SCHOLARS' CENTER EVENT CONFIRMATION

UMKC Department or Company Name	Event Date
Type of Event (seminar, lecture, board retreat, etc.)	Start and End Times
On-Site Coordinator	Phone
<b>Faculty sponsor/advisor (required for all UMKC Student Organizations)</b>	Phone
Billing or Campus Address	Email

**USER RESPONSIBILITIES - *Please read & initial each item:***

- A designated On-Site Coordinator must remain at Diastole throughout the event, working with guests, caterers, staff, to ensure the following responsibilities are met in full. **NEW: If you are a UMKC Student Organization <https://roogroups.collegiatelink.net/Organizations> you will need to have a faculty sponsor/advisor sign this form AND remain on-site throughout your event.**
- Receive all guests, keeping entrances monitored at all times.
- Supervise event, guests and possessions (please be sure no belongings are left behind after event).
- Oversee food preparation, service, and clean-up, whether catered, delivered, or prepared on-site.
- Return facility to the same pleasant, clean condition it was in prior to the event.
- Alcohol is served at the discretion and at the responsibility of the User and must be in accordance with either the [UMKC Alcoholic Beverage Policy \(UMKC entities\)](#) or the [Diastole Alcoholic Beverage Policy](#).
- NO CHILDREN OR BABIES, PLEASE: It is the responsibility of the Event Coordinator to notify all attendees of the no-child policy IN ADVANCE.
- Private, off street parking is available, but all vehicles MUST be moved from property immediately following your event.

**FEE SCHEDULE:**

UMKC-all Departments; UMKC Hospital Hill Health Partner Organizations.....Gratis  
 Non-profit, Government, or Educational Groups.....**\$250.00 per event day**  
 Other Civic & Community Groups.....**\$500.00 per event day**

**USAGE POLICY:**

Diastole is primarily available to all departments of UMKC and to UMKC's health partner organizations (Childrens's Mercy Hospital, University Health, and St Luke's Hospital.). We also offer a limited amount of space to approved outside groups for scholarly, educational, or civic enhancing endeavors. Non-UMKC Users may be educational, professional, or community groups holding business related meetings. Sorry, no weddings, birthdays, anniversaries, or other personal/social events. Additionally, due to the legal restrictions of our Charter, no profit-making or political events may be held at Diastole. Thank you for being observant and respectful of our boundaries.

*PLEASE CALL BEFORE CONFIRMING YOUR EVENT IF YOU HAVE ANY QUESTIONS ABOUT APPROPRIATE USAGE-816-235-8857*

**CANCELLATIONS**

Please notify us as soon as possible of a cancellation. **A thirty-day notice is REQUIRED. A \$150 cancellation fee will be assessed if under 30 days.**

I understand and agree to the above terms and, if alcohol is to be served, the appropriate Alcoholic Beverage Policy.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
                     On-Site Coordinator

*Return signed copy to Diastole by mail: 2501 Holmes, Kansas City, MO, 64108; or email: [diastole@umkc.edu](mailto:diastole@umkc.edu).*