

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
Faculty sponsor/advisor (required for all UMKC Student Organizations)	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's 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 (Children'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. **Thirty-day notice is appreciated.**

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;
 Fax: 816-471-1857, or email: diastole@umkc.edu.*