



JUNIOR LEAGUE OF
KANSAS CITY, MISSOURI

FACILITY RENTAL INFORMATION





The Junior League of Kansas City, MO

For over 100 years, Junior League funding and volunteers have brought Kansas Citians together to facilitate change and create impact in our community. However, in addition to these financial and volunteer supports, JLKCMO resources for the corporate and nonprofit communities include available meeting spaces in our centrally located Ward Parkway headquarters. Weekday and Saturday rentals can comfortably accommodate groups from small meetings up 100 guests—professionals gathering for board retreats, training sessions, and related business events.

When plans include the need for well-equipped meeting facilities in upscale surroundings, the Junior League of Kansas City is pleased to host your event.

HOW DO I SCHEDULE AN EVENT?

- Call 816-444-2112, or email info@jlkcmo.org.
- Complete the Rental Request Form in this packet and return to the JLKCMO.
- If desired, make an appointment to tour our building to facilitate planning your event.

WHAT IS INCLUDED IN THE RENTAL?

Space rental includes tables, chairs, A/V equipment, and Wi-Fi. If the Roanoke rooms are the spaces of choice, a setup fee is included to ensure tables and chairs are arranged to fit your needs. For an additional fee the Catering Kitchen also can be rented, including access to tableware, flatware, and cups/glasses as well as linens and some serving items (see description on p. 7). During your rental, a dedicated host will be onsite to ensure your event runs smoothly. They will be available to answer any questions, assist with troubleshooting technology, and handle securing the facility at the end of your event, allowing you to focus on enjoying your time in our space.

WHO CAN RENT OUR FACILITIES?

Rental availability is at the discretion of the JLKCMO. The Junior League does not discriminate on the basis of race, creed, religion, national origin, political affiliation, sexual orientation, or gender identity. We cannot accommodate political events, religious ceremonies, fundraising events, wedding receptions/baby showers, or entrepreneurial events, including multi-level marketing events.

Please note: All external marketing and communication materials for public event promotion must be approved by JLKCMO.

HOW DO I ARRANGE FOR FOOD OR BEVERAGES?

Rentals may use a caterer, have food delivered, or bring in your own refreshments. For an additional charge, the Catering Kitchen can be rented to accommodate food service. A list of approved caterers is available if needed.

IS PARKING AVAILABLE?

The Junior League parking lot (approximately 75 spaces) is free and available for use during your event. Access to parking is first-come, first-served, and may be shared with JLKCMO members during your event.

WHAT IF I NEED TO CANCEL/CHANGE MY EVENT?

Please cancel no less than two weeks prior to your event by reaching out to the League at 816.444.2112. Events cancelled less than two weeks prior will forfeit all payments. Any changes made to room setup, reserved spaces, etc., need to be finalized no less than one week prior to the event.





Technology

Our facility offers a wide range of technology for your organization's use within our meeting rooms and online for virtual events. We also offer the use of our Meeting Owl* to seamlessly connect with remote attendees.

INCLUDED WITH EVERY RENTAL

- Large screen
- Wi-fi
- Laptop hook up
- Conferencing telephone
- Microphone and podium (Available for Roanoke rentals)

***MEETING OWL CONFERENCING CAMERA**

For an additional \$75 fee, we have a Meeting Owl available for your convenience. The Meeting Owl is a smart, 360-degree conferencing device that captures audio and video from all angles, bringing remote participants into the room with an immersive, real-time experience. The Meeting Owl is available on a first-come, first-served basis.





FACILITY RENTAL RULES AND GUIDELINES

1. **No Red Drinks Allowed:** Red beverages, including red wine, fruit punches, and similar items, are prohibited to prevent staining and damage to the facility.
2. **Do Not Tape or Post on Walls:** Attaching any items to walls, including posters, signs, or decorations, with tape, nails, or any adhesive materials, is strictly prohibited.
3. **Return Facility to Original Condition:** All areas used during the rental must be cleaned and returned to their original setup and condition. Additional cleaning fees may be assessed if this is not met.
4. **Respect Noise Levels:** Please keep noise at a reasonable level to avoid disruption to neighboring tenants or events.
5. **No Smoking or Open Flames:** Smoking, candles, or any form of open flames are strictly prohibited within the facility.
6. **Supervise Children at All Times:** Children must be supervised by an adult at all times during the rental period.
7. **Trash Removal:** All trash must be disposed of properly in designated bins, and areas should be left free of debris.
8. **Adhere to Scheduled Rental Times:** Please adhere to the agreed start and end times of your rental to avoid additional fees.
9. **Restricted Areas:** Access is limited to the spaces specified in your rental agreement. Unauthorized entry into restricted areas is not permitted.
10. **Facility Equipment Use:** Any use of facility equipment, such as audio/visual systems, must be pre-approved and operated according to the instructions provided.

CLEANING FEE POLICY

The Junior League of Kansas City, Missouri, reserves the right to assess a \$250 cleaning fee if the facility is not returned to its original condition after use. This fee may be applied at the discretion of the organization to cover the costs of additional cleaning services deemed necessary to restore the space to its standard of cleanliness.



Roanoke Rooms

Our Roanoke rooms can be rented together or separately.

Lecture



U-Shape



Board Room



Classroom



Banquet Rounds



ROOM FEATURES



Roanoke I

- Projector and screen
- Wi-Fi
- Laptop ready
- Conferencing telephone
- Podium and microphone
- Dimmable lights
- Black table linens

Capacities

- Lecture: 60
- U-Shape: 25
- Board Room: 30
- Classroom: 30
- Banquet Rounds: 40



Roanoke II

- Flat-screen wall monitor
- Wi-Fi
- Laptop ready
- Conferencing telephone
- Dimmable lighting
- Black table linens

Capacities

- Lecture: 50
- U-Shape: 25
- Board Room: 30
- Classroom: 20
- Banquet Rounds: 40

WEEKDAY RATES

Monday to Friday, 8:00 am to 5:30 pm. 2 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Roanoke I OR II	\$30/hour + \$30 setup fee	\$60/hour + \$30 setup fee

WEEKEND RATES

Saturday or Sunday, 9:00 am to 4:00 pm. 3 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Roanoke I OR II	\$45/hour + \$30 setup fee	\$75/hour + \$30 setup fee



Roanoke Rooms – Combined

A dividing wall can be removed to create one large space and accommodate larger groups. The combined Roanoke rooms have a large capacity, seating up to 120 guests comfortably, in lecture format.

Lecture



U-Shape



Board Room



Classroom



Banquet Rounds



ROOM FEATURES



Roanoke I & II

- Projector and screen
- Flat-screen wall monitor
- Wi-Fi
- Laptop ready
- Microphone
- Conferencing telephone
- Podium
- Dimmable lighting
- Black table linens

Capacities

- Lecture: 120
- U-Shape: 60
- Board Room: 65
- Classroom: 30 to 64 (2-4 people per table)
- Banquet Rounds: 96

WEEKDAY RATES

Monday to Friday, 8:00 am to 5:30 pm. 2 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Roanoke I AND II	\$50/hour + \$60 setup fee	\$100/hour + \$60 setup fee

WEEKEND RATES

Saturday or Sunday, 9:00 am to 4:00 pm. 3 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Roanoke I AND II	\$65/hour + \$60 setup fee	\$115/hour + \$60 setup fee



Board Room

The Junior League of Kansas City, Missouri 's Board Room is an elegant and technologically well-appointed space for your meeting. The conference table seats 24, and additional chairs are available to increase seating to 40.

ROOM FEATURES



JLKCMO Board Room

- Seats 24-40
- Wi-Fi
- Laptop ready
- Flat-screen monitor
- Conferencing telephone
- Dimmable lighting
- 24 upholstered seats at table, additional seating at sides of room
- Refreshments/handouts side table

WEEKDAY RATES

Monday to Friday, 8:00 am to 5:30 pm. 2 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Board Room	\$25/hour	\$50/hour

WEEKEND RATES

Saturday or Sunday, 9:00 am to 4:00 pm. 3 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Board Room	\$40/hour	\$65/hour



Council Room

Our Council Room is the perfect space for more intimate business meetings. Seats 12 at a beautiful cherry wood table, five additional seats line the walls.

ROOM FEATURES

JLKCMO Council Room

- Seats 12-17
- Wi-Fi
- Laptop ready
- Flat-screen wall monitor
- Conferencing telephone
- Dimmable lighting
- 12 upholstered seats at table, additional seating at sides of rooms



WEEKDAY RATES

Monday to Friday, 8:00 am to 5:30 pm. 2 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Council Room	\$20/hour	\$40/hour

WEEKEND RATES

Saturday or Sunday, 9:00 am to 4:00 pm. 3 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Council Room	\$35/hour	\$55/hour



Catering Kitchen

The Junior League of Kansas City, Missouri's Catering Kitchen is outfitted to meet your food service needs. A list of approved caterers is available upon your request.

ROOM FEATURES



JLKCMO Catering Kitchen

- Large refrigerator
- Multiple ovens and cooktop
- Commercial ice maker
- Double sink
- Microwave oven
- White tableware, dinner, luncheon, salad and dessert plates, soup cups, coffee cups and saucers for 50
- Flatware for 50
- Water goblets and wine glasses for 50
- Coffee pots, thermal air pots
- Electric kettle
- Water dispenser
- Carafes
- Ice buckets
- Tablecloths (black)

WEEKDAY RATES

Monday to Friday, 8:00 am to 5:30 pm. 2 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Catering Kitchen	\$25/hour	\$50/hour

WEEKEND RATES

Saturday or Sunday, 9:00 am to 4:00 pm. 3 hour minimum rental.

Room	Nonprofit Organization/JLKCMO Member	Corporate/Non-JLKCMO Member
Catering Kitchen	\$40/hour	\$65/hour



Rental Request Form

Please return this form to the Junior League of Kansas City, Missouri: 9215 Ward Parkway, Kansas City, MO 64114 OR info@jlkcmo.org.

Please allow 48 business hours to receive a confirmation email regarding your rental request. We accept deposits, final payments, and any incidental fees via credit card. By submitting this rental request form, you, your agency, designees, and participants agree to all terms and conditions outlined in this rental information packet, including rules on facility use, payment schedules, and cancellation policies.

Organization: _____ Date: _____

Contact Name: _____

Phone: _____ Email: _____

Event Date: _____ Size of Group: _____

Start Time: _____ End Time: _____

Planned Use (e.g. training, board meeting, etc.): _____

Room(s) Requested: _____

Room Setup (Lecture, U-Shape, Board Room, Classroom, Banquet Rounds): _____

We would like to rent the Meeting Owl for our event (\$75 additional fee).

HOSPITALITY SUPPLIES

- Extra Tables (beyond room setup needs)
 - Rectangular, 4' _____
 - Rectangular, 6' _____
 - Rectangular, 8' _____
 - Round _____
- Chairs, number at each table _____
- Chairs, additional around room _____
- Tablecloths (black) _____
- Plates (9.75" luncheon) _____
- Plates (10.5" dinner) _____
- Plates (salad/dessert) _____
- Soup Cups _____
- Soup Bowls _____
- Flatware, standard (knife, fork, spoon) _____
- Water Goblets _____
- Wine Glasses _____
- Cups & Saucers _____
- Salt & Pepper Sets _____
- Electric Kettle _____
- Water Dispenser _____
- Large Coffeepot (36 cup) _____
- Thermal Air Pots (coffee, tea) _____
- Creamer & Sweeteners (sets) _____
- Carafes (water, tea) _____

MEETING SUPPLIES

- Extension Cord(s) _____
- Flipcharts & Markers _____
- Laptop _____
- Clicker _____
- Projector & Screen _____
- Microphone (Roanoke I only) _____
- Conference Calling Phone _____

ADDITIONAL NOTES

JLKCMO USE

Form Received by: _____

Date: _____