



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, JLKC 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@jlk.org.
- Complete the Rental Request Form in this packet and return to the JLKC.
- 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 linens and some serving items (see description on p. 6). 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 JLKC. 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 JLKC.

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 JLKC 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.



Bringing People Together



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. **Alcoholic Beverages:** Alcoholic beverages may be served to attendees over the age of 21; however, alcoholic beverages are not to be sold upon the premises, at any time.
2. **No Red Drinks Allowed:** Red beverages, including red wine, fruit punches, and similar items, are prohibited to prevent staining and damage to the facility.
3. **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.
4. **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. Please speak with your host for any questions/concerns the day of.
5. **Respect Noise Levels:** Please keep noise at a reasonable level to avoid disruption to neighboring tenants or events.
6. **No Smoking or Open Flames:** Headquarters is a smoke free facility, smoking, candles, or any form of open flames are strictly prohibited within the facility.
7. **Supervise Children at All Times:** Children must be supervised by an adult at all times during the rental period.
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.
11. **Products or Services:** There is to be no selling/marketing of any products or services at Headquarters.
12. **Gambling:** Gambling is not permitted upon the premises.
13. **Firearms:** Firearms may not be brought into Headquarters.
14. **Storage:** We do not have the ability to store any items ahead of your event rental.

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

- Large flatscreen wall monitor
- 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
- Reception: 50



Roanoke II

- Large flatscreen 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
- Reception: 50

WEEKDAY RATES

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

| Room | Nonprofit Organization/JLKC Member | Corporate/Non-JLKC 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/JLKC Member | Corporate/Non-JLKC 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

- Large flatscreen wall monitor
- 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: 64
- Reception: 100

WEEKDAY RATES

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

| Room | Nonprofit Organization/JLKC Member | Corporate/Non-JLKC 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/JLKC Member | Corporate/Non-JLKC 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



JLKC 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/JLKC Member | Corporate/Non-JLKC 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/JLKC Member | Corporate/Non-JLKC 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

JLKC 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/JLKC Member | Corporate/Non-JLKC 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/JLKC Member | Corporate/Non-JLKC 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



JLKC Catering Kitchen

- Large refrigerator
- Multiple ovens and cooktop
- Commercial ice maker
- Double sink
- Microwave oven
- 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/JLKC Member | Corporate/Non-JLKC 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/JLKC Member | Corporate/Non-JLKC 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@jlk.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) _____
- 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

JLKC USE

Form Received by: _____

Date: _____