



**JUNIOR LEAGUE OF
KANSAS CITY, MISSOURI**

BUILDING RENTAL INFORMATION





The Junior League of Kansas City, MO

The Junior League of Kansas City Missouri (JLKCMO) has a history of bringing people from the Kansas City community together to create change and to support our community. Portions of our spacious Headquarters building are available for rental, providing gathering space for community, civic, educational and business events. We are conveniently located at 9215 Ward Parkway.

We have rates for both nonprofit organizations and businesses, and spaces can be rented during the weekday or weekends.

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.
- Make an appointment to tour our building to facilitate planning your event, if desired.

WHAT IS INCLUDED IN THE RENTAL?

Space rental includes tables, chairs, AV equipment and Wi-Fi. A setup fee is included to ensure the tables and chairs are arranged to fit your organization's needs. For an additional fee the Catering Kitchen can be rented.

WHO CAN RENT OUR FACILITIES?

Rental availability is at the discretion of the JLKCMO. The JLKCMO 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 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?

You may use a caterer, have food delivered or bring in your own food. For an additional charge the Catering Kitchen can be rented. A list of approved caterers is available.

WHAT IF I NEED TO CANCEL MY EVENT?

Please cancel no less than two weeks prior to event. Events cancelled less than two weeks prior will forfeit all payments.

IS PARKING AVAILABLE?

The JLKCMO parking lot is free and available for use during your event. The lot is first-come, first-served, and may be shared with JLKCMO members during your event.

Revised January 2022



Bringing People Together



Technology

Our facility offers a wide range of technology for your organization to connect both in our meeting rooms and online for virtual events. We also have a meeting owl, a smart video conferencing camera for remote attendees.

INCLUDED WITH EVERY RENTAL

- Overhead Projector
- Large Screen
- Wi-Fi
- Laptop Hook Up
- Microphone
- Conferencing Telephone

MEETING OWL CONFERENCING CAMERA

For an additional \$75 fee, we have a Meeting Owl conferencing camera. The camera captures 360° video and audio for a near face-to-face experience for your virtual meetings. The Owl is available on a first-come, first-served basis.





Roanoke Rooms

The JLKCMO's Roanoke rooms can be rented separately or together. A divider wall can be removed to create one large space to accommodate larger groups.

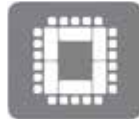
Lecture



U-Shape



Board Room



Classroom



Banquet Rounds



ROOM FEATURES



Roanoke I

- Projector and screen
- Wi-Fi
- Laptop ready
- Microphone
- Conferencing telephone
- Podium
- Dimmable lighting
- 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

The combined Roanoke rooms have a large capacity, seating up to 120 guests comfortably.

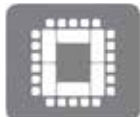
Lecture



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 JLKCMO's Board Room is an elegant 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
- Projector and screen
- Conferencing telephone
- Dimmable lighting
- 24 upholstered seats at table, additional seating at sides of room

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 + \$30 setup fee	\$50/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
Board Room	\$40/hour + \$30 setup fee	\$65/hour + \$30 setup fee



Catering Kitchen

The JLKCMO's Catering Kitchen is outfitted for your food service needs. A list of approved caterers is available upon request.

ROOM FEATURES



JLKCMO Catering Kitchen

- Large refrigerator
- Three ovens and cooktop
- Double sink
- Commercial ice maker
- Microwave
- 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 + \$30 setup fee	\$50/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
Catering Kitchen	\$40/hour + \$30 setup fee	\$65/hour + \$30 setup fee



Rental Request Form

Please return this form to the Junior League of Kansas City, Missouri, 9215 Ward Parkway, Kansas City, MO 64114. Fax 816-444-9708, email info@jlkcmo.org.

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: _____