



Conference Center  
**Guidelines**

2014

## welcome to the Kauffman Foundation Conference Center

The Kauffman Foundation Conference Center is a nationally recognized convening site. The Conference Center attracts local, regional, national, and international thought leaders and decision makers to an atmosphere of candor and purpose, where innovative thinking and dialogue lead to action.

The Conference Center provides a stimulating climate for creative thinking and the growth of the entrepreneurial spirit. Blending advanced conference facilities and state-of-the-art technology with comfortable amenities and a friendly atmosphere, the Conference Center is conducive to:

- Educating and informing
- Building consensus
- Influencing public policy
- Documenting and disseminating measurable results

## about the Kauffman Foundation

The Ewing Marion Kauffman Foundation, in Kansas City, Mo., is committed to fostering a society in which economically independent individuals are actively engaged in their communities and contribute to the improvement of those communities in measurable ways. To realize this vision, the Kauffman Foundation works to effect change in two key areas: educational achievement and entrepreneurial success.

Established by the late entrepreneur and philanthropist Ewing Kauffman, the Kauffman Foundation supports programs that reflect his interest in these two areas and helps build relationships among individuals and organizations that share a dedication to achieving related social goals. Our commitment to collaboration extends to our role as a convener as well. By bringing people together in the Kauffman Foundation Conference Center, we encourage collegial relationships to promote new thinking, discussion, debate, and an exchange of ideas, especially in the areas of education and entrepreneurship.

## use of the conference center

Primary users of the Conference Center include Kauffman Foundation associates and affiliated organizations; grantees currently receiving funds from the Kauffman Foundation, Muriel McBrien Kauffman Foundation; and other organizations invited by the Kauffman Foundation.

The Conference Center also is available through an approval process for other organizations as follows:

**Automatically Eligible Organizations:** The following organizations are welcome to use the facility if there is space available and they follow the required application process:

- 501(c)(3) organizations that are not using the facility for religious activities or political/electoral purposes
- State or local government agencies

**Organizations That May Become Eligible:** All other organizations must become qualified to use the conference center facilities. To become qualified, an organization must:

- Complete and submit required application documents and follow the required application process;
- Identify in writing the purpose for the meeting and how that purpose is charitable; and
- Identify a Kauffman Foundation Senior Leadership Team member who will serve as the sponsor of the event.

Regretfully, the Kauffman Foundation is not able to allow organizations that are not eligible as set forth above to use the Conference Center facilities.

Use of the conference center is free except for costs associated with catering.

## guiding principles

Any group using the Conference Center must ensure its event is consistent with its charitable purpose and may not charge attendees a fee to attend the meeting except to cover meeting expenses, i.e., catering, speakers, materials, etc. The Kauffman Foundation generally prohibits fundraising or the sale of products in the Conference Center.

Products and services may not be sold on Foundation property. For-profit sponsoring organizations may be acknowledged with a one-line logo or acknowledgement of their sponsorship on a brochure or PowerPoint slide.

Those 501(c)(3) groups hosting a tradeshow are restricted to vendors that are also 501(c)(3) organizations. No for-profit sponsors of an event may participate on the tradeshow floor nor provide giveaways to attendees without obtaining the prior written approval of the Conference Center staff.

The Conference Center may not be used for:

- Activity that advances a particular religious faith or doctrine
- Political activity, or by an individual who has announced or has filed for elective office
- Social events such as weddings, graduations, awards programs, retirements, and fundraisers.

The Kauffman Foundation is a smoke-free environment with the single exception of a designated outside area at the back of the Conference Center.

Absent written permission from the Kauffman Foundation Communications Department, the use of Conference Center space does not infer the right to use the Foundation name or logo except to identify the event location.

The Kauffman Foundation reserves the right to modify these guidelines or to make exceptions at its sole discretion, including on a case-by-case basis.

## scheduling timelines

The Kauffman Foundation, its associates, active grantees, and affiliated organizations may reserve space without any time restrictions.

Other organizations who have received approval for use of space may reserve Town Square Room six (6) months in advance of the event date. All other Conference Center space may be reserved ninety (90) days prior to the event date.

Meeting space is secured only after the Conference Center has received

A signed Condition of Use form that can be found at [www.kauffman.org/conferencecenter](http://www.kauffman.org/conferencecenter).

Once a Condition of Use form has been received, the Conference Center will provide the event host with an e-mail confirmation of space reservations, including all meeting details and charges. If all details have been supplied, the confirmation report will serve as an invoice. Changes made after the stated deadlines will result in late fees.

For those 501(c)(3) organizations that are exempt from state sales tax for catering services, please provide a Missouri or Kansas state tax exempt form to the Conference Center staff prior to your event. The form can be faxed to 816-932-1484 or emailed to [conferencecenter@kauffman.org](mailto:conferencecenter@kauffman.org).

You are encouraged to include the Conference Center staff in the early stages of planning for major events.

## hours of event operation

Monday–Thursday:	7:30 a.m. to 9:00 p.m.
Friday:	7:30 a.m. to 5:00 p.m.
Saturday:	8:00 a.m. to 5:00 p.m.
Sunday:	Closed

Event hosts, presenters, or facilitators may set up in the Conference Center beginning at 7:00 a.m. Monday–Friday.

## catering

**No food or beverage may be brought into the Conference Center without written permission from the Conference Center staff.**

The Catering Menu is located at [www.kauffman.org/conferencecenter](http://www.kauffman.org/conferencecenter).

Friday night and Saturday events will incur a food and beverage minimum.

## servicing alcoholic beverages

Events at which alcoholic beverages are served must be in compliance with the following.

1. The paying organization for the event must provide a certificate of insurance that confirms it has host liquor liability coverage with coverage limits of no less than \$1 million per occurrence and \$2 million in the aggregate and names the Ewing Marion Kauffman Foundation, American Food and Vending, and Cassidy Turley as additional named insured. This certificate must be delivered to the Conference Center seven (7) days in advance of the scheduled event. Fax to 816-932-1484 or email [conferencecenter@kauffman.org](mailto:conferencecenter@kauffman.org). If not provided, the alcohol portion of the program will be cancelled.
2. Alcoholic beverages may only be served after 5:00 p.m. and for a maximum of two (2) hours.
3. Non-alcoholic beverages and food (minimum of \$5/per person) always must be served when alcoholic beverages are being served.
4. Alcoholic beverages may only be served and consumed in the Conference Center. No alcohol may be removed from the building.
5. Only licensed staff of the catering vendor may serve alcohol and all alcohol served must be purchased from the catering vendor.
6. Events including individuals under the legal drinking age may not be scheduled in the facility at the same time as events during which alcohol is served.

The event host will be contacted to discuss plans that include alcohol.

## payment and cancellation policy

Payments for catering charges are made to American Food and Vending. All major credit cards and checks are welcome. Payment is due at the conclusion of the event.

### Cancellation Payment Schedule:

Date of Decision to Cancel	Amount of Payment Due
5 business days before event date	100% Food & Beverage Revenue
Inclement Weather Cancellation	Amount of Payment Due
48 hours before event date	40% Food & Beverage Revenue

## complimentary guest services

- Open wireless network
- Onsite parking
- Meeting room PCs
- Local calling
- Fax machine
- Catering by our exclusive vendor
- Easels/flip charts
- Audience response system (fees may apply)
- Coat/luggage Room
- Shipping options (fees apply)

## technology overview

The Conference Center offers a wide range of complimentary audio/visual equipment.

Equipment is reserved on a first-come, first-served basis. If an event requires technology that is not available in-house, the event host will be responsible for making arrangements and covering costs for equipment, set up, and labor. The Conference Center must be notified in advance of any outside audio/visual rentals. To view the Conference Center facility layout, please visit the Rooms and Amenities link at [www.kauffman.org/conferencecenter](http://www.kauffman.org/conferencecenter).

Pre-conference technology meetings are recommended. Please call 816-932-1073 for an appointment.

## ADA statement

The Conference Center is fully wheelchair-accessible.

## parking

Parking spaces adjacent to the building and across Rockhill Road at the Kauffman Memorial Garden are available for use by Conference Center guests on a first-come, first-served basis.

## emergency procedures

In the event of a fire, follow the exit signs. Conference Center staff will direct guests to the designated gathering location. If there is a tornado warning or other emergency, Conference Center staff will direct you to basement shelter in the building.

## media for your event

If a media outlet plans to cover an event scheduled in the Conference Center, please contact the Conference Center staff in advance at 816-932-1050.