GUIDELINES

2022

KAUFFMAN FOUNDATION
CONFERENCE CENTER

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, our key city asset, 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 supports programs, policies, and practices that build inclusive prosperity through a prepared workforce and entrepreneur-focused economic development. We work alongside communities to push for systemic changes that break down barriers based on race, gender, or geography so that all individuals have the opportunity to achieve economic stability, mobility, and prosperity.

Established by the late entrepreneur and philanthropist Ewing Kauffman, the Kauffman Foundation supports programs that reflect his interest in education and entrepreneurship 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.

KAUFFMAN FOUNDATION
CONFERENCE CENTER

4801 Rockhill Road, Kansas City, Missouri 64110

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 or Muriel McBrien Kauffman Family Foundation, and other organizations invited by the Kauffman Foundation.

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

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: To become qualified, an organization must:

- Complete and submit the Reservation Request Form, which can be found at www.kauffman.org/conferencecenter;
- Submit all required application documents and follow the required application process,
- Identify, in writing, the purpose for the meeting and how it aligns with their charitable purpose.

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.

Vaccination policy

Effective March 14, 2022, all guests to the Conference Center must be "fully vaccinated" as that term is defined by the Centers for Disease Control. In addition, all guests must provide a valid photo ID and documentation about their vaccination status as a condition of entering the facility. Vaccination documentation will be required prior each visit. Additional safeguards (e.g., masking, social distancing, etc.) may also be imposed as conditions warrant. Clients should track meeting guests in case contact tracing is required.

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. Fees must be collected prior to the event. No money, cash, check or credit card may be exchanged onsite.

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
- Fundraising

The Kauffman Foundation is a smoke-free environment.

Absent written permission from the Kauffman Foundation Public Affairs 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. To display or hang signage, you must first gain written approval from the Conference Center staff.

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 approved the initial request and has received a signed Condition of Use form.

Once a Condition of Use form has been received, the Conference Center will provide the event host with an email confirmation of preliminary space reservations, including all known meeting details and current charges. Changes made after the stated deadlines will result in late fees.

For those 501(c)(3) organizations that are exempt from state sales tax, please provide a Missouri or Kansas state tax exempt form to the Conference Center staff prior to your event. The form may be emailed to conferencecenter@kauffman.org.

You are encouraged to include the Conference Center staff in the early stages of planning for large 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. Rooms are ready 30 minutes prior to meeting start time for setup by clients. Conference Center staff will enter rooms 15 minutes after the scheduled end time to begin cleanup. If additional time is needed, it must be scheduled in advance.

Catering

No outside food or beverage is allowed in the Conference Center without written permission from the Conference Center staff.

The Catering Menu is located at www.kauffman.org/conferencecenter.

Approved Saturday events will incur a food and beverage minimum with a guarantee of 75 attendees or more. Meetings on Saturdays that are 4 hours or less must order a minimum of $10 of food and beverage per person. Meetings that are over 4 hours must order a minimum of $15 of food and beverage per person. Minimum cost does not include the cost of linens, wait staff, taxes, or service charge.

Serving alcoholic beverages

Events at which alcoholic beverages are served must be in compliance with the following. The paying organization for the event must adhere to the following guidelines:

If an organization elects to serve beer, wine, or liquor ("alcohol") at an event, then, as a prerequisite to serving alcohol, the organization must:

- maintain a general liability insurance policy which includes host liquor liability coverage and has liability limits of no less than $1 million that is and will remain effective through the date of the event at which alcohol will be served; name Ewing Marion Kauffman Foundation and Cushman Wakefield, Inc., as additional insureds on such insurance policy;
- provide the Foundation with a certificate of insurance evidencing that the above requirements have been met;
- procure all alcohol to be served from the licensed alcohol vendor designated by the Foundation; and
- comply with the requirements related to alcohol service imposed upon the event by the Foundation.

Payment and cancellation policy

Payment is due the day of the event via credit card or check made payable to **Bon Appètit Management Company**.

VISA, American Express, MasterCard and checks are welcome. Checks must be sent to Kauffman Foundation Conference Center, 4801 Rockhill Road, Kansas City, MO 64110. If payment day of event is not possible, you must notify the Conference Center staff prior to your event and payment must be received within 30 days of the event.

Cancellation Policy:

Date of Decision to Cancel	Amount of Payment Due
5 business days before event date (weekday meetings)	100% All Charges
8 business days before event date (Saturday meetings)	100% All Charges

Inclement Weather Cancellation	Amount of Payment Due
48 hours before event date	40% of All Charges
Within 48 hours of event date	100% of All Charges

Complimentary guest services

- Open wireless network
- Onsite parking
- Meeting room computers
- Catering by our exclusive vendor (fees apply)
- Easels/flip charts
- Coat/luggage room

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. Notify the Conference Center in advance of any outside audio/visual rentals to make arrangements. To view the Conference Center facility layout, please visit the Conference Center Space link at 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 inform the Conference Center staff in advance at 816-932-1050.