

# GREAT HALL RESERVATION REQUEST

## Scofield Hall, Room 109

School of Humanities and Social Sciences (SHSS)

**Availability:** **SHSS Units:** Sunday through Saturday, 9 am to 10 pm

**Other units/groups:** Monday through Friday, 9 am to 5 pm

All requests will be reviewed on a case-by-case basis. We cannot promise repeat scheduling.

**Occupancy:** 50, per fire marshal's code (This includes the sunroom on the west side of the Great Hall.)

**Technology:** The Great Hall has two TV monitors and a hand-held microphone for in-person gatherings.  
This is not a hybrid meeting space; there is no webcam or audio to pick up in-room responses.

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Please allow time for decoration/refreshment set-up, tear-down, and cleaning.**

Sponsoring Organization (dept, group, etc) \_\_\_\_\_

Event Contact \_\_\_\_\_ Event Organizer (if different) \_\_\_\_\_

Email(s): \_\_\_\_\_

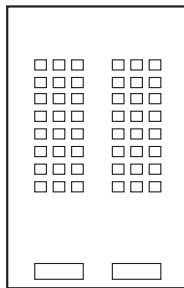
Day-of-event cellphone number & contact name: \_\_\_\_\_

Estimated Number of Attendees/Guests \_\_\_\_\_

**Per the fire marshal, the occupancy for the Great Hall, including the sunroom, is 50.**

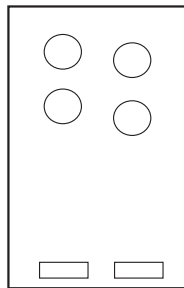
Preferred room set-up (Choose one):

Lecture



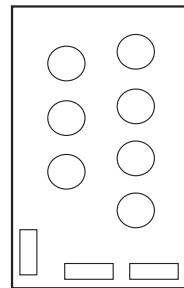
- 48 seats in rows
- 2 rectangular tables

Mixer



- 4 round tables (seat 6-7)
- 2 rectangular tables

Banquet



- 7 round tables (seat 6-7, 48 total)
- 3 rectangular tables

Additional requests (indicate quantity **extra** to chosen set-up):

Rectangular tables (4 available, including set-up): \_\_\_\_\_ Round tables (7 available, including set-up): \_\_\_\_\_

Chairs (total of 48 available, including set-up): \_\_\_\_\_ Table-top Podium:  YES

*For instance: If you choose banquet set-up, which includes 7 round tables, no extra round tables are available.*

**I have read both pages of this form and agree to adhere to the parameters and policies.**  (Check)

(Reservations will not be considered unless the above box is checked.)

**Please submit your request to [shssforms@umkc.edu](mailto:shssforms@umkc.edu) at least two weeks before the date of your event.**

## Scofield 109 Reservation Policies

- The School of Humanities and Social Sciences Dean's Office reserves the right to deny reservation requests.
- There is no fee associated with the reservation. However, the room must be returned to its original condition upon completion of your event. Failure to respect this agreement will incur a \$100 cleaning fee and/or additional fees for damages.
- Once approved, you will receive an Outlook invitation email with a copy of this form for your records.
- After-hours events (any event ending after 5:00 pm) and weekend events must be communicated to the UMKC Police.

Upon confirmation of the reservation, **it is the responsibility of the event organizer to email the police about after-hours or weekend events** at [umkc-pd@umkc.edu](mailto:umkc-pd@umkc.edu) informing them of the location, date, start and end time, and the nature of the event.

**Please CC [shssforms@umkc.edu](mailto:shssforms@umkc.edu) on your email to the police.**

- UMKC requires pre-approval for any event serving alcohol. Please review the [alcohol policy](#) and include your approved Request to Use Alcoholic Beverages on University Property form with this request.

