

Meeting Room Guidelines:

Eligibility: Meeting rooms are available during regular business hours 8:30 AM-5:00 PM for Non-profit groups/organizations only. KCSDV reserves first priority for use of any meeting room at all times, and in rare instances may pre-empt the scheduled use of a room that would be needed instead for KCSDV use.

Rooms are available to community groups and organizations at no charge. Technology and equipment available at no fee include: Wireless Internet, Cable TV, DVD, Easel, Whiteboards with markers, 6' X 6' screen. There may be a fee for special equipment, such as Audio-Video, Conference phone, PowerPoint projector, etc. or KCSDV staff technology assistance. No admission may be charged for those attending the meeting, and no items for sale without advance approval by the Executive Director.

Booking a Meeting Room: The [Meeting Room Request Form](#) may be faxed or mailed. The Staff Support Assistant will confirm availability. For information about the rooms and details related to their use, please contact the Staff Support Assistant at 785-232-9784 during regular business hours 8:30 a.m. to 5:00 p.m. Monday through Friday. Voice mail messages may be left for the Staff Support Assistant and return calls will be made to you as soon as possible. All room or event requests will be reviewed to determine eligibility and use. The Executive Director or designee shall be the final authority in granting or refusing permission for the use of KCSDV meeting rooms.

- Meeting rooms are booked on a first reserved, first served basis.
- A room may be requested for consecutive monthly meetings up to six (6) months, however, KCSDV will not guarantee the same meeting room at all times.

Cancellations: Please notify the Staff Support Assistant as soon as possible if you need to cancel by calling 785-232-9784 during regular business hours 8:30 a.m. to 5:00 p.m. Monday through Friday.

Room Set-up: The Staff Support Assistant will work with you to select a room set-up to accommodate your meeting needs.

Audiovisual Services and Equipment: Groups and individuals may bring their own computer or other electronic devices for use in meeting rooms. KCSDV accepts no responsibility or liability regarding the use or care of personally supplied equipment.

Signage and Decorations: Prior to use of any KCSDV meeting rooms, The KCSDV Staff Support Assistant, or a KCSDV Administrator must approve any signage, decorations, or literature to be displayed in the meeting rooms.

Smoking: KCSDV is a non-smoking, smoke free building. Smokers may go outside the South or East door where appropriate disposal containers for smoking materials are provided.

Parking: No private parking is available. Metered parking is available at a hourly rate of \$.70.

The security of your vehicle is your responsibility and we suggest that all doors be locked and valuables not be left in the car.

Clean-up and Checkout:

Reserving organization will be responsible for basic clean up and trash removal at the conclusion of your meeting. Please assign someone from your group to be responsible for clean-up, and reporting any problems to the Staff Support Assistant.

We ask your cooperation at the conclusion of your meeting in the following ways:

- Please report any spills on tables, carpet, or walls to the Staff Support Assistant or the manager in charge.
- Put all trash in outside receptacles provided by KCSDV.
- Remove all personal effects, equipment and decorations that you provided.
- Leave the meeting room clean and orderly as possible.
- KCSDV staff will remove any equipment provided for your meeting use.
- Special cleaning requirements or damage caused during use of a room will be charged to the user.
- Check out with Staff Support Assistant for refund of deposit.

We are happy to share our facility with you. If you are able to make a donation to help defray the cost of utilities, it would be greatly appreciated.