



Conference Center Guidelines

The Children's Mercy Research Institute (CMRI) Conference Center Use Guidelines apply to any person or organization reserving or using space in the CMRI Conference Center. Included in these Guidelines are:

1. [Purpose & Process](#)
2. [Roles & Responsibilities](#)
3. [Space Description](#)
4. [Fees](#)
5. [Hours of Operation](#)
6. [Amenities & Services](#)
7. [Food & Alcohol](#)
8. [Audio Visual](#)
9. [Parking](#)
10. [Shipping & Exhibitors](#)
11. [Fundraising](#)
12. [Signage & Publicity](#)
13. [Treatment of Space](#)
14. [Safety, Security & Access](#)
15. [Other Restrictions](#)

1. PURPOSE & PROCESS

The purpose of the CMRI Conference Center is to provide state-of-the-art space for Children's Mercy ("CM") and for civic, charitable, or other organizations ("External Group") whose purpose is aligned with the healthcare mission of CM, to conduct meetings, conferences and events that work to improve the well-being of children, facilitate learning and advance research.

INTERNAL EVENTS: Defined as activities for approved Hospital business that are primarily planned by the Hospital, at Hospital's discretion to host, and for which Hospital is the final decision-making authority.

- Internal Events at the CMRI Conference Center are permitted subject to the Room Reservation Policy, forthcoming CMRI Conference Center Use Policy and compliance with all other Hospital Policies.
- Please see the Room Reservation Policy or the Conference Room section of The Scope for guidance on the reservation process.

EXTERNAL EVENTS: Events not fully meeting the Internal Event criteria are deemed External. If it is unclear how to categorize an activity, please contact EventOps@cmh.edu for clarification before proceeding. The Hospital's Event Operations team has ultimate authority to determine whether the proposed event is an Internal Event or External Event.

- External Events at the CMRI Conference Center are subject to the eligibility requirements defined in the forthcoming internal CMRI Conference Center Use Policy (CM Employees only) and draft CMRI Conference Center External Use Policy and Reservation Process.
- Please see the draft CMRI Conference Center External Use Policy and Reservation Process for guidance on the reservation process and requirements if approved. External Events can only be approved by the Event Operations Team and must have an Internal Sponsor.

2. ROLES & RESPONSIBILITIES

MEETING PLANNER: The requestor for each proposed event shall have a meeting planner (the “Meeting Planner”) who is the owner of the event and is (or represents) the main decision maker. The Meeting Planner must be onsite for the duration of the event and is responsible for the:

- agenda, speakers, content collection and program execution.
- registration, accommodations, guest communication and guest experience;
- ordering and receiving catering;
- coordinating and hosting exhibitors, sponsors and vendors; and
- recruiting and managing volunteers, and load-in and load-out.

CMRI CONFERENCE CENTER HOST (CM EVENT OPERATIONS TEAM): A member of the CM’s Event Operations team will represent the venue and serve as the liaison between the Meeting Planner and CMRI’s internal departments, including Environmental Services, Catering, Multimedia, A/V, Security, Parking and Engineering. Event Operations’ role is to ensure that the space and logistics are prepared for you to conduct your event and host your attendees, speakers, and vendors. They will either arrange for temporary guest access to restricted areas or provide the Meeting Planner and Internal Sponsor with staffing requirements for badging guests in and/or guest escorts. The Event Operations team is eager to contribute and partner with the Meeting Planner to offer suggestions and recommendations.

INTERNAL SPONSOR: Events held by an External Group are required to have a CM employee serve as the sponsor (“Internal Sponsor”). The Internal Sponsor must be onsite for the duration of the event and is responsible for hosting the Meeting Planner and their guests on behalf of CM. Their role is to greet the event hosts, badge guests and vendors in as needed, assist with wayfinding, and assist with any volunteer responsibilities that the Meeting Planner cannot cover. Additionally, they are responsible for ensuring the Meeting Planner and Event guests comply with all CM policies.

3. SPACE DESCRIPTION

The CMRI Conference Center is comprised of the lower three floors of the CMRI (Lobby Level, Garden Level and First Floor public space) and is attached to Children’s Mercy Hospital (CM) on the Adele Hall Campus. The CMRI Conference Center features a separate entrance on the corner of 23rd and Locust Streets and includes:

- 370-seat auditorium
- 2,250 sq. ft. open space for lunches or receptions and an outdoor garden
- 11 conference rooms
- 2 computer labs
- Lobby areas
- Catering Support Kitchen fee

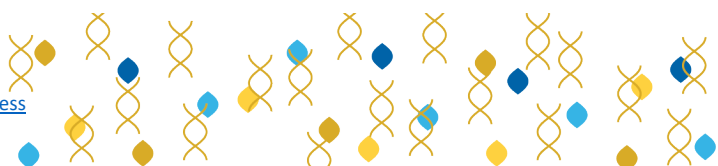
Additional details about the CMRI Conference Center, such as layouts, capacities and amenities, are available in the CMRI Conference Center Overview and the CMRI Conference Center Space Guide.

CMRI CONFERENCE CENTER GUIDELINES

January 2025

Page 2

- | | | |
|---|---|---|
| 1. Purpose & Process | 6. Amenities & Services | 11. Fundraising |
| 2. Roles & Responsibilities | 7. Food & Alcohol | 12. Signage & Publicity |
| 3. Space Description | 8. Audio Visual | 13. Treatment of Space |
| 4. Fees | 9. Parking | 14. Safety, Security & Access |
| 5. Hours of Operation | 10. Shipping & Exhibitors | 15. Other Restrictions |



4. FEES

Any applicable fees for External Events will be specified in the External Use Agreement and due as defined in the External Use Agreement. Fees assessed for damage or excessive cleaning will be provided to the Meeting Planner post-event and due as defined on the invoice.

5. HOURS OF OPERATION

BUSINESS HOURS: Excluding holidays, CMRI Conference Center's regular business hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. CST. Any reservation requests for events outside of regular business hours are subject to space and staffing availability, CM's approval, and additional fees.

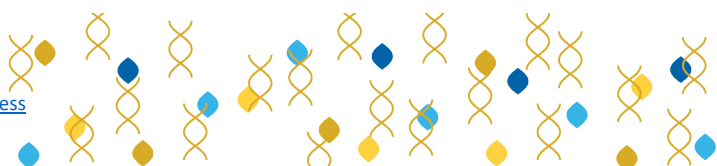
SET-UP, TEAR-DOWN & ARRIVAL TIME: Time needed for set-up and tear-down must be included in the Meeting Planner's original reservation request. Set-up and tear-down time outside of regular business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m. CST) requires prior written approval from the CM Event Operations team. The Meeting Planner is responsible for ensuring a member of their team is present for the entirety of the Event, from start to finish. Late fees may apply if the Event is not finished and the tear-down and load-out isn't completed by the end time identified in the Rental Agreement.

6. AMENITIES & SERVICES

SET-UP & TEAR-DOWN: Prior to the Event, CM will setup the tables, chairs and linens as described in the Rental Agreement. Following the Event, CM will empty trash, conduct routine cleaning, return the space to its standard setup, and launder linens.

EQUIPMENT & SUPPLIES: The following items are included in the use of the CMRI Conference Center at no charge. All items must be requested in advance and will be provided pending availability and CM Event Operations team approval.

- 5' Classroom tables and rolling chairs in Conference Rooms and Computer Labs
- One standard or alternate room set-up per space per day
- Linens (black) for CMRI Lobby and Garden Levels
- Parking
- Up to 15 60" round banquet tables and chairs for events in the Garden Lobby (not available for use elsewhere).
- Up to 14 30" high-tops
- Beverage tubs, food baskets and ice
- Access to the Catering Support Kitchen and a Green Room
- Lactation Room
- Way-finding signage
- Built-in A/V
- Guest Wi-Fi internet access



ADDITIONAL ITEMS AND SERVICES: The following items and services are available at an additional charge. All items and services must be requested in advance and will be provided pending availability and CM Event Operations team approval.

- Shuttle service, custom parking signage, private parking location
- Custom room set-up
- Pipe and drape (white)
- Poster boards (up to 30, provided adequate space is reserved)
- White boards (3)

NO OBLIGATION: CM is not obligated to provide any other items or services except as explicitly described in these Guidelines and, if applicable, the Meeting Planner’s External Use Agreement. CM does not provide the following items, meaning they are the responsibility of the Meeting Planner:

- Service ware, drinkware, silverware
- Printing
- Nametags
- Vending machines
- Moving carts/wagons
- Travel planning services
- Event planning services for activities outside CM
- Assistance loading/unloading

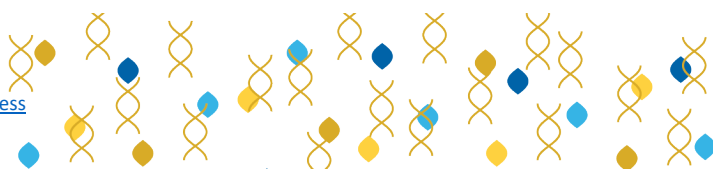
7. FOOD & ALCOHOL

CATERING: Use of CM’s internal caterer, Morrison Healthcare, is optional and there is not a food and beverage minimum required to use the CMRI Conference Center. All Events must follow the [CMRI Conference Center Catering Guidelines](#) which includes a pre-approved caterer list.

The Meeting Planner is responsible for selecting the menu, placing the order, paying the caterer directly, and accepting the delivery. The caterer must follow the [CMRI Conference Center Catering Guidelines](#), and it is the responsibility of the Meeting Planner to share these guidelines with the caterer.

- **External Events:** If the Meeting Planner wishes to use a caterer not on the pre-approved list, Meeting Planner must receive prior written approval from the CM Operations Team for the proposed caterer.
- **Internal Events:** If delivery can take place in one trip, Meeting Planners for Internal Events may select any caterer and must follow CM’s [internal Catering Policy](#) (CM Employees only). If the delivery requires more than one trip into the facility during load-in, prior written approval from the CM Operations Team is required before selecting a cater not on the pre-approved list.

BRING YOUR OWN: Meeting Planners may choose to provide their own pre-packaged/purchased food in accordance with the [CMRI Conference Center Catering Guidelines](#). Homemade food is not allowed for External Events and only allowed for Internal Events where the attendance is limited to less than 45 CM employees.



CATERING SUPPORT KITCHEN: There is a small catering support kitchen equipped with a residential-size refrigerator, ice machine, sink and prep surface that may be used if available but must be arranged in advance with the CM Event Operations Team.

SERVICE WARE: It is the responsibility of the caterer (or Meeting Planner if choosing the Bring Your Own option) to provide all service ware needed to display, serve and consume the food. CMRI does not provide plates, silverware, or cups, and may be able to provide beverage tubs and baskets if approved in advance.

LEFT-OVERS: The Meeting Planner must have a plan for any left-over food. All remaining food must be *disposed of or removed prior to the food becoming unsafe for consumption*. If you wish to take it with you or donate it, you must bring the necessary storage containers, bags or coverings needed to transport the food. If donating it, you must identify the recipient, coordinate the donation and deliver the food. Any items remaining after the event become CM’s property and will be disposed, donated or reused at the discretion of the CM Event Operations Team.

ALCOHOL: Meeting Planner must receive prior written approval from the CM Event Operations Team to serve alcohol on the CMRI Conference Center property. Meeting Planner will ensure compliance with the [CMRI Conference Center Alcohol Guidelines](#) including the specific time, drink restrictions, bartender directions, and insurance requirements. If using a bartender, Meeting Planner must share the [CMRI Conference Center Alcohol Guidelines](#) with the bartender and ensure compliance with such by the bartender.

8. AUDIO VISUAL

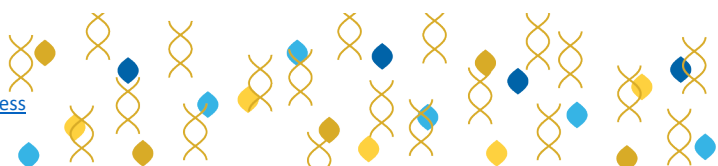
CMRI BIG SLICK AUDITORIUM: The audio visual system in the auditorium is operated exclusively by the CM’s Multimedia Production Team. The Meeting Planner is expected to provide a Run of Show in advance and conduct an A/V pre-meeting with the Multimedia Production Team to finalize the specific microphones to be used, program order, slide advancement and other programmatic details. The Meeting Planner is responsible for providing all slides and media used in the auditorium directly to the Multimedia Production Team as directed during the AV pre-meeting.

Please note that the auditorium stage does not feature a ramp. If accessibility is needed for a speaker, please make your CMRI Conference Center Host aware at least 30 days prior to your Event.

GARDEN LEVEL: There is only built-in audio on the CMRI Garden Level. The Meeting Planner will be shown how to use the system before-hand, and it is the Meeting Planner’s responsibility to operate the audio system during the Event.

CONFERENCE ROOMS: Each conference room is equipped with built-in AV that is **self-service**. Please refer to the [CMRI Conference Center Space Guide](#) to view specific camera, screen and lectern amenities for each room. It is the responsibility of the Meeting Planner to provide someone to operate the AV in the conference rooms. For security reasons, the in-room computer is only accessible to CM Employees so **External Events must provide their own laptop to operate the conference room’s AV.**

HYBRID: The CMRI Conference Center is a Microsoft Teams facility and only that platform may be used to conduct hybrid meetings from the auditorium and conference rooms.



9. PARKING

LOCATION: Parking will be assigned by the CM Event Operations Team. Event’s guests may only park in the designated assigned parking location and may not exceed the capacity provided. If the Event will have guests with limited mobility who require accessible parking, Meeting Planner must notify CM Event Operations Team in advance to ensure appropriate parking accommodations are in place.

DIRECTIONS: The CM Event Operations Team will provide a pdf of written and visual directions for your assigned parking location. It is the responsibility of the Meeting Planner to share those directions with event attendees in advance.

WAYFINDING: CM will provide wayfinding and directional signs within the CMRI Conference Center for the Event. For some parking locations, the Event will be required to have in-person wayfinders providing in-person direction at designated locations and times. If required, it is the responsibility of the Meeting Planner to staff the wayfinding positions.

VALET: If Meeting Planner wishes to offer valet parking services at the Event, Meeting Planner must receive written approval from the CM Event Operations Team and use the CM-approved vendor. Meeting Planner is responsible for all costs and liabilities associated with valet parking services.

SECURITY: CM is not responsible for lost or stolen items or damage to personal property when using CM parking facilities.

10. SHIPPING & EXHIBITORS

EXHIBITOR GUIDELINES: If the Meeting Planner will have exhibitors/vendors/displays at the Event, Meeting Planner must first receive written approval from CM Event Operations Team. If approved, Meeting Planner will review and ensure compliance with CM’s internal [Solicitation and Distribution Policy](#) (CM Employees only) and the CMRI Conference Center Exhibitor Guidelines.

SHIPPING AND RECEIVING: Events held at the CMRI Conference Center may *not* ship directly to the CMRI building or the CMRI loading dock. The CMRI building does not possess a direct shipping address and the dock is not equipped to receive shipments or deliveries for events. Any materials needed for your event must be shipped to your hotel or an area business and personally transported to the CMRI Conference Center.

11. FUNDRAISING

Direct fundraising activities that do not directly benefit Children’s Mercy are not allowed in the CMRI Conference Center. Silent asks or indirect solicitations may be considered with prior written approval from the CM Event Operations team.

DIRECT FUNDRAISING: Defined as any one of the following:

- a verbal ask for a specific type of support or towards a specific campaign
- use of the word “donate/donation,” “give/gift,” “contribute/contribution,” “fund,” “buy,” or “purchase” verbally, in print, or digitally (in relation to fundraising and in-kind solicitation)



DIRECTLY BENEFIT Children's Mercy: Defined as either of the following:

- Gifts are made directly to Children's Mercy and received by Children's Mercy
- Gifts are made to an approved 3rd Party CM Fundraiser in which all the proceeds of that fundraiser are being donated to Children's Mercy.

SILENT ASKS and INDIRECT SOLICITATIONS: Defined as any of the following:

- use of the word "support" or "learn more" verbally, in print or digitally
- use of a QR code or url in print or on a slide

12. SIGNAGE & PUBLICITY

LOGO USE: All External Events must receive prior written approval from CM Event Operations Team to use CM's name or logo in its materials. Meeting Planners must also provide its logos to CM for use on wayfinding signage. All Internal Events must also comply with the internal [CM Branding Guide](#) (CM Employees only).

NAMING RIGHTS: Should the Event have a naming-level sponsor, the sponsor must be pre-approved by the CM Event Operations Team prior to displaying it in print or digitally.

MEDIA & PHOTOGRAPHY: If the Meeting Planner expects media to attend the Event or if the Meeting Planner plans to have a photographer or videographer capture content at the Event, the Meeting Planner must receive prior written approval from CM Event Operations Team or a member of the CM Communications and Marketing Department. Certain restrictions may apply depending on the location of the filming and/or photography.

13. TREATMENT OF SPACE

LOAD-IN/LOAD-OUT: Meeting Planner must load-in and load-out all materials for the Event. CMRI load-in or load-out not taking place the day of their reservation that requires storage, must receive advance written approval from the CM Event Operations team.

REMOVAL: Meeting Planner must ensure all loose items (including any remaining food and beverages) are removed from the space, or disposed of, prior to the conclusion of the Event. Any items remaining after the conclusion of the Event become CM's property. Meeting Planner may incur additional fees for noncompliance with this provision.

APPEARANCE/EXCESSIVE NOISE: Events held in public spaces should remain presentable and appropriate for all guests who pass through the building, including children. Excessive meeting supplies, trash and personal items should not be left out in public areas, but rather stored in areas identified by the Event Operations Team. Additionally, music played should be appropriate and not audible outside the reserved space.

REARRANGING FURNITURE: Furniture already in the space may be rearranged; however, Meeting Planner must return it to its original setup before conclusion of the Event.

ADDING/REMOVING FURNITURE: If Meeting Planner desires to remove/add furniture to a CMRI Conference Center space, it is considered a custom layout that is subject to additional fees. Requests for CMRI Conference Center custom layouts must be submitted to the CM Event Operations Team (EventOps@cmh.edu) 7 business days in advance, and if approved, will be coordinated by the Event Operations Team.

- | | | |
|---|---|---|
| 1. Purpose & Process | 6. Amenities & Services | 11. Fundraising |
| 2. Roles & Responsibilities | 7. Food & Alcohol | 12. Signage & Publicity |
| 3. Space Description | 8. Audio Visual | 13. Treatment of Space |
| 4. Fees | 9. Parking | 14. Safety, Security & Access |
| 5. Hours of Operation | 10. Shipping & Exhibitors | 15. Other Restrictions |





HANGING ITEMS: Only painter's tape, Gorilla pudgy and sticky flip chart paper may be used on the walls. Meeting Planner will ensure NO other methods are used to attach items to walls, including, but not limited to, tacks, 3M strips, scotch tape. Meeting Planner will ensure nothing is adhered to windows or floors. Meeting Planner is responsible for any damage caused by noncompliance with these restrictions.

DAMAGE: Meeting Planner will be liable for any damages caused by the Event or the Event's invitees, normal wear and tear excluded.

14. SAFETY, SECURITY & ACCESS

GREETING AND ESCORTING GUESTS: In order to ensure the safety of the Event guests and the positive guest experience, Meeting Planner will ensure appropriate staffing is in place to ensure all Event guests are greeted and escorted. If escorting guests from the main CMRI entrance, it is necessary to have at least two people staffing that role to ensure someone is always at the entrance to let the Event's guests in and welcome them while waiting for the escort to return.

LOBBY ATTENDANT: For Events with external guests using the CMRI Big Slick Auditorium more than 2 hours, Meeting Planner will ensure a lobby attendant is in place for the duration of the Event. Meeting Planner will ensure the lobby attendant is prepared to answer Event guests' specific questions about the Event, the location of restrooms and lactation rooms, and is familiar with the Lobby's emergency procedures.

PROPPING DOORS: Meeting Planner will ensure no exterior or stairwell doors are propped open without obtaining approval from CM Event Operations Team.

NO WEAPONS: Meeting Planner will ensure that no weapons of any kind may be on CM property, unless in compliance with all CM policies and procedures. Meeting Planner must receive pre-approval from the CM Director of Security prior to allowing any weapons on CM property.

NO OPEN FLAMES: Meeting Planner will ensure no candles and other open flames are present at the Event, except for Sterno and Sterno-like cannisters for catering purposes.

SECURITY: CM is not responsible lost or stolen items while visiting CM property. Children's Mercy Security may be reached at 816-234-3345.

15. OTHER RESTRICTIONS

COMPLIANCE: Meeting Planner (and Internal Sponsor, if applicable) will ensure all Event guests comply with CM policies and procedures, including, but not limited to, CM's Solicitation and Distribution Policy, and all local, state and federal laws and regulations.

CHILD SUPERVISION: Formal or informal childcare is not permitted within the CMRI Conference Center in connection with the Event. Any children under the age of 14 in CM, must remain with their parents or legal guardians. Children 14-18 attending educational or care-related events, must be supervised by an adult.

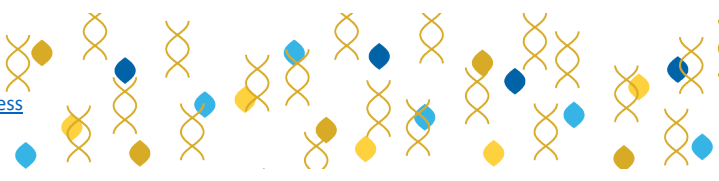
TRANSACTIONS: No sale of food, beverages, products or services may take place in association with the Event. Other than donations to CM, the only transaction of funds that may occur on-site at the Event are for legitimate sales or educational efforts for purposes related to the health care mission of CM.

CMRI CONFERENCE CENTER GUIDELINES

January 2025

Page 8

- | | | |
|---|---|---|
| 1. Purpose & Process | 6. Amenities & Services | 11. Fundraising |
| 2. Roles & Responsibilities | 7. Food & Alcohol | 12. Signage & Publicity |
| 3. Space Description | 8. Audio Visual | 13. Treatment of Space |
| 4. Fees | 9. Parking | 14. Safety, Security & Access |
| 5. Hours of Operation | 10. Shipping & Exhibitors | 15. Other Restrictions |





DECORATIONS: Meeting Planner will ensure no latex balloons, glitter or confetti are present at the Event. Mylar balloons are permitted, however latex balloons are not allowed on CM property in accordance with CM's internal [Latex Safe Environment Policy](#) (CM Employees only).

NO SMOKING OR VAPING: The CMRI is a nonsmoking facility. Meeting Planner will ensure no smoking and vaping occur at the Event, at CM's facilities or on CM Property.

SERVICE ANIMALS: No animals are permitted at the Event except working service animals.

CM APPROPRIATE: Meeting Planner shall ensure the Event is aligned with CM's mission and that all communications during the Event are appropriate for a children's hospital (no obscene, inappropriate, or immoral communications). CM reserves the right to stop the Event and reserves the right to remove any items from the Event that it deems are not in compliance with this provision, in its sole discretion. CM shall have no liability if it exercises its rights under this provision.

CMRI CONFERENCE CENTER GUIDELINES

January 2025

- | | | |
|---|---|---|
| 1. Purpose & Process | 6. Amenities & Services | 11. Fundraising |
| 2. Roles & Responsibilities | 7. Food & Alcohol | 12. Signage & Publicity |
| 3. Space Description | 8. Audio Visual | 13. Treatment of Space |
| 4. Fees | 9. Parking | 14. Safety, Security & Access |
| 5. Hours of Operation | 10. Shipping & Exhibitors | 15. Other Restrictions |

