Kansas City Young Audiences: Facility Rental

About KCYA
Kansas City Young Audiences is a 501 (c)3 nonprofit organization, founded in 1961, with a mission to engage all youth in the arts, promote creativity and inspire success in education.

For more than five decades, Kansas City Young Audiences has had the opportunity to do something extraordinary—help students on their amazing journey of discovery. We do that by:

- Harnessing the power of the arts in learning
- Offering the broadest variety of arts education programs in the area
- Backing our methods up with an unrivaled history of success with students and educators

Serving more than 5 million children in our history, KCYA is the largest provider of arts education programs in the Kansas City area and is an affiliate of the national Young Audiences Arts for Learning network.

A New Location – A New Era in Arts Education
We moved into our beautiful new home on Main Street in December 2016. We believe our new location will allow us to expand our scope and reach out to even more children with the transformational power of the arts.

We invite you to come take a tour of our new creative and transformational space! From our flexible Auditorium and Family Lounge to our Community Room, Creativity Lab and two Dance Studios, there are many opportunities for your company or family to host a uniquely inspired event!

Facility Rental Hours
Our rooms and studios are available for rent whenever our classes and camps are not in session. General hours for room rentals are below. All schedules are subject to change. Please call to confirm availability.

September - May
8am – 4pm, 8pm – 10pm, Monday – Friday
2pm – 10pm, Saturday and Sunday
The Auditorium is available until midnight on Friday and Saturday.

June - August
8pm – 10pm, Monday – Friday
2pm – 10pm, Saturday and Sunday
The Auditorium is available until midnight on Friday and Saturday.
KCYA : Facility Rental Policies

Rates include:
• Space Usage
• KCYA Staff Member on-site
• Janitorial Fee

Rates DO NOT include:
• technicians, house managers, security, sound & lighting technicians, or event support staff
• audio/visual or computer equipment or support

Rental Agreement
A rental agreement must be issued for all rentals of the space. This includes non-profits, artists, staff, companies, community members, and all others wishing to rent the space.

Deposit / Payment
An event date will not be held without a deposit. A 50% deposit is due with booking. The remainder of the balance is due one week before the event. We accept credit, debit, check, and cash.

Refunds and Cancellations
Deposit refundable (minus a $25 administration fee) if cancelled two (2) weeks prior to event. KCYA will keep the deposit if the event is cancelled less than two (2) weeks ahead of time. Should an unpredictable catastrophe (i.e. fire, flood, etc.) cancel the event, KCYA will reschedule at no extra charge. If you do not wish to reschedule, KCYA will keep the deposit.

Damages
In the event of any damages occurring to the building, furniture, or fixtures the Renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, breaks, or marks of any kind. Depending on the nature of your event we may require a damage deposit.

Equipment Usage
All property of KCYA must be returned in good condition. Do not take equipment/furniture from the building. A replacement fee will be charged for missing or damaged items.

Catering and Alcohol
You may serve alcohol if your organization or caterer provides a valid liquor license. You must follow city ordinances and regulations. KCYA does not hold a liquor license.

Liability Insurance
Depending on the nature of your event you may be required to provide evidence of liability insurance. Please contact us if you have questions about the process.

Other Restrictions
You may not affix anything to the walls. No smoking or firearms inside the building. KCYA is not responsible for lost, damaged, or stolen equipment or objects left on the premises. Renter must adhere to all state and federal laws. Renter takes rental of the space in “as-is” condition with no representations or warranties by KCYA as to the fitness for the intended use of Renter.

Liability
Renter agrees to indemnify, defend, and hold KCYA, its officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at KCYA. In the event KCYA, its officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay KCYA its officers, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by KCYA including all collection expenses and interest due.

Primary Contract/Renter Initials: __________________  Date: __________________
KCYA : Facility Rental Agreement and Contract

Event Date

KCYA Room

Type of Event

Number of Guests

Set-Up Time

Event Start Time

Event End Time

Total Rental Time

Primary Contact

Preferred Phone

email

Client

Address

City

State

Zip

Payment

Total amount due

Deposit paid now (50%)

Remaining balance paid one week prior to event

credit card

cash

check

Credit card number

exp. date

CVV code

Name on card

Signature

Liability Insurance

$1M per occurrence, $2M general aggregate commercial liability

$1M Liquor Liability - If alcohol will be served, please indicate evidence of "host liquor" liability as an inclusion under your commercial general liability insurance

I have read and initialed the KCYA Facility Rental policies and agree to all terms. I authorize KCYA to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form. I certify that I am authorized to sign on behalf of my organization.

Renter

Signature

Print Name

Title

Date

KCYA Contact

Signature

Print Name

Title

Date
KCYA : Facility Rental FAQs

Q: Can I get into the room early to set up?
A: Please schedule the room to include set-up and tear down time. Groups will only be permitted to use the room for the time slot it has been scheduled.

Q: Is parking included in my reservation?
A: KCYA has a parking lot with approximately 40 spaces. Depending on the time of day and other events happening, there may be a limited number available. There is additional parking directly across the street at 3731 Main Street, and on-street parking on Main Street (except 4:00 PM - 6:00 PM, M-F)

Q: Can I bring food and drink into the meeting room?
A: Yes, however, no red wine in carpeted rooms; if food is spilled, please alert a KCYA employee.

Q: Can we hang up promotional tools or decorations?
A: The Community Room, Dance Studios and Creativity Lab have large magnetic dry-erase boards that are available for your use. The Auditorium has several large rolling magnetic and push-pin room dividers that are available for your use. Please let us know what your needs are and we will work to accommodate you. Groups may not post any items to the wall using tape, tacks, or any other method that damages the wall by leaving a puncture, stain, or adhesive residue. Groups will be held liable for any damage caused from ignoring these rules.

Q: Is it OK to exceed the maximum capacity listed for the room?
A: No, each room has a max limit (see individual room details) due to fire code restrictions and potential wear and tear on the room.

Q: Does KCYA provide Security?
A: KCYA does not provide event security. You may provide your own security.
Auditorium/Family Lounge

The Auditorium & Family Lounge is our largest space. It is a very flexible room that can be configured for performances, meetings, lectures, receptions, and exhibits. Leather couches and upholstered chairs create a comfortable sitting area in the Family Lounge area. A small kitchen is available for food prep and serving. 24’ ceilings.

Amenities

- 32' wide modular stage. At this time, there is no stage lighting, legs or upstage curtain available
- 30 white rectangular tables (seat 4 people comfortably, 6 possible)
- Black and white chairs (125 total)
- 8’ metal rolling room dividers can be used divide the space, or to hang art for a gallery show
- Piano
- Guest WiFi
- Stage pieces may be reconfigured (for an additional charge)

Capacity

- Theatre seating: up to 125
- Table and chair seating: ~120 (30 tables x 4 chairs)
- Reception (with limited seating) up to 250
- Sq. footage: ~3000; 77’ x 40’
- Total Capacity: 297

Rental Fee

- $1,500 for 4 hours
- $750 (non-profit rate) for 4 hours
- $250 per additional hour

Your rental includes access to our kitchen (refrigerator, dishwasher, microwave, sink) as well as use of chairs and tables.
Possible configurations

- Dining style (Round tables are not included in rental fee)
- Conference style
- Theatre style
Dance Studio 1 & 2

Large, airy studios with 24’ ceilings, sprung wood floor with marley, and a mirror wall.

Amenities
- Moveable barres available
- Magnetic white boards
- Two rolling mirror panels available
- Bluetooth ready sound system
- Guest WiFi
- No street shoes, no food or beverages (other than water) allowed in studio

Capacity
- Studio 1: Sq. footage: 1560; 40’ x 39’
- Studio 2: Sq. footage: 1131; 29’ x 39’
- No additional furniture may be brought into the dance studios without prior approval

Rental Fees
Individual Dance Artists
- $15 per hour during normal business hours (2-hour minimum)

Classes / Commercial rehearsals / Photo + Video shoots:
- $25 - $50 per hour (2-hour minimum)
- [Studios will not be rented for groups holding classes for children.]
Creativity Lab

Large carpeted multi-purpose room. 24’ ceilings.

Amenities

- Long table with chairs (seats 10). Additional tables and chairs available.
- Low carpeted stage pieces available.
- Huge green screen wall for video projects.
- Large magnetic white board.
- Large sink
- Piano
- Guest WiFi

Capacity

- Sq. footage: 1287; 33’ x 39’
- Max Class/meeting size: up to 50
- Performance seating: up to 70

Rental Fee

- $250 up to 4 hours / $125 non-profit rate
- $400 up to 8 hours / $200 non-profit rate

Your rental includes access to our kitchen (refrigerator, dishwasher, microwave, sink) as well as use of chairs and tables.
Community Room

A versatile room; perfect for meetings or classes. Carpeted. Very adjustable layout.

Amenities
- 15 narrow rectangular tables (22” wide)
- 25 padded chairs (additional non-padded chairs and wider tables available)
- 70” flat screen SMART TV.
- Large magnetic white board.
- Guest WiFi

Capacity
- Sq. footage: 825; 33’ x 25’
- Total capacity: up to 30 in a classroom configuration, up to 50 in a theatre configuration

Rental Fee
- $250 up to 4 hours / $125 non-profit rate
- $400 up to 8 hours / $200 non-profit rate

Your rental includes access to our kitchen (refrigerator, dishwasher, microwave, sink) as well as use of chairs and tables.