

WELCOME TO THE
KLINEFELTER BARN CONFERENCE CENTER



LOCATED AT THE HIGHLAND COMMUNITY COLLEGE

KLINEFELTER FARM

A Kansas Agri-tourism Site

1774 230TH ST.

HIAWATHA, KS 66434

KLINFELTER BARN CONFERENCE CENTER USAGE INFORMATION



BRIEF HISTORY- The Klinefelter Barn was built in the late 1800's. It is an example of the "Swiss dairy barn" style with an overhang on the east side. The barn was blown off its foundation by a tornado in the early 1900's and was rebuilt. When John Klinefelter bequeathed the Klinefelter farm to Highland Community College, his sister, Gloria Klinefelter Plamann also left a sizeable monetary gift to have the barn restored as it was in rough condition. In November of 2010 the college barn committee began meeting with architects to plan the restoration process which began in October of 2011. The project was completed in August of 2012. In November of 2012 the barn project won the "Design Hero Award" from the American Institute of Architects-Kansas City.

DIRECTIONS TO THE FARM- At two miles east of Hiawatha, KS on US 36, exit at the Mulberry Rd. interchange. Turn east on 230th St. which parallels US 36 (HCC sign at corner), and go 2/3 mile east to 1774 230th St., the main farm entrance. There are two driveways entering the farmstead. Both lead to the Conference Center parking areas. GPS coordinates: 39° 50' 33.42" N by 95° 28' 32.75" W

AVAILABILITY- In the spirit of the Klinefelter Will, which states that the farm is to be used for educational and experimental purposes, the Klinefelter Barn Conference Center is available for educational, agricultural, and economic development type meetings. HCC does not rent out the facility for private parties or gatherings of any type. Free tours of the barn and farm are available upon request.

ACCOMMODATIONS-

Space accommodations

Seating capacity- 130

Indoor area- 40' x 60'=2400 sq. ft. (includes restrooms, kitchenette, etc.)

12 x 6' round tables seating 72 (additional round tables available)

25 x 3'x6' rectangular tables seating 100

Outdoor area- deck-550 sq. ft., patio-300 sq. ft.

Outdoor chair seating- 50, outdoor bleacher seating-80





Technical accommodations

64" portable monitor with automated height adjustment up to 7'

(HDMI, USB, RCA, CoAxial, and AV 1/8" stereo inputs)

10x10 broadband via fiber-optic.

Computer with surround-sound system

Color printer/copier/scanner

6 channel/300 w. PA system (indoor and outdoor use) with wireless handheld microphone, wireless lapel microphone, and wired microphone with boom stand

Also available are miscellaneous extension cords, power strips, cable adaptors, etc. and video projector with 7' screen.

Food service accommodations

11' countertop kitchenette with two-compartment stainless sink.

Refrigerator

1250 w. microwave, 6" hotplate

1 x 48 cup, 1 x 22 cup, and 2 x 12 cup coffee makers

2 gal. insulated drink cooler

8 x 2 qt. water pitchers

Miscellaneous kitchen utensils, tablecloths, and cloth napkins

4 x 120 v. GFI outlets, 1 x 220 v. outlet

(Conference center users are responsible for providing plates, cups, eating utensils, paper napkins, coffee, tea, ice, paper towels, etc. If using caterers, be sure to inform them of facility accommodations.)



FACILITY USE POLICY

The following excerpts are taken from the Administrative Procedure for Use of Facilities for Non-college Activities, updated 9-12-2012, as they apply to the Klinefelter Barn Conference Center. Complete policies available upon request.

Purpose: To implement Highland Community College Board of Trustees policy on the use of the facilities for non-college activities.

Definition: Use of a facility is the physical presence of individuals or the reserved request to restrict use of a facility by others. All current and applicable laws, policies, rules, and regulations apply to use along with one's use of tobacco, intoxicating beverages and illegal drugs. Safety, fire and health standards must be met at all times.

Facility: Set A. Klinefelter Barn

Non-College Activities: Activities by the following groups:

Group 1. Public organizations are USD's, city and county governments, etc.

Group 2. Commercial users are businesses and individuals engaged in profit-making activities.

Group 3. Noncommercial users are non-public organizations such as Highland Pride, Boy Scouts, Lions Club, etc.

Group 4. Groups or individuals who want to hold inappropriate or incompatible activities.

Group 5. College facility special use and college related activities.

Procedure:

Step 1. All individuals and groups must complete a FACILITY RESERVATION REQUEST form to start the process of requesting HCC facilities. The completed form must be received by the President's office thirty days before requested use. College use requires two weeks before requested use. Any request containing a use date beyond six months from date of submission can only receive tentative booking.

Step 2. The President's office will process the FACILITY RESERVATION REQUEST form. That office will contact the requesting party regarding reservation details and costs. That office will also send copies of the FACILITY RESERVATION REQUEST to college personnel who will take action to comply with reservation requests. One copy must be sent to the President's administrative assistant for posting to the calendar.

Step 3. The President's office will determine the availability of the facility using the following priorities:

Priority one- a prior scheduled college activity

Priority two- a current college activity in progress (i.e. classes)

Priority three- non-college scheduled use

A higher activity will always supersede a lower priority activity, despite circumstances.

Step 4. The President's office determines whether the requested facility is compatible with use requested. Activities classified under non-college activities group 4 as stated above will not be approved. Classification of activities by the President's office is accomplished by the application of sound, reasonable, and ordinary judgment based on the circumstances at the time. The President's office cannot be held to a higher standard.

When the requested facilities are not available, the FACILITY RESERVATION REQUEST is returned to the requesting party(ies) so noted.

CHARGES: (refer to non-college activities groups above)

Group 1 is charged a \$25 minimum for approved use of the facility.

Group 2 commercial users will be charged a personnel cost to cover the cost of maintenance personnel. A minimum charge of 15.00 an hour per maintenance person assigned will be assessed.

All non-college activities conducted by Group 2 commercial users will be charged a direct cost rental fee of \$20.00 per hour.

A special set up charge of \$50.00 may apply to any and all of the above if special setups are requested or required. Examples would be set up of additional tables, chairs, bleachers, picnic tables or other equipment or use of and laundering of tablecloths, napkins, etc.

Groups 3 and 5 may or may not be charged costs or fees depending on current situations.

An amount equal to 50% of total charges calculated above is required as a non-refundable deposit. The deposit must be offered in the form of cash or certified check one week before use of the facility requested.

Other fees can be charged when requests alter the original approved FACILITY RESERVATION REQUEST form requirements. Personnel and direct costs may be assessed for requested alterations.

ALL GROUPS ARE SUBJECT TO APPROPRIATE CHARGES FOR TECHNICAL ASSISTANCE AND DAMAGES.

To request a reservation for use of the Klinefelter Barn Conference Center, call:

Eileen Gronniger, Assistant to the President, at 785-442-6010 or

Wendell Ganstrom, Klinefelter Farm Projects Manager, at 785-741-2829.

HIGHLAND COMMUNITY COLLEGE
KLINEFELTER BARN CONFERENCE CENTER
RENTAL RATE AGREEMENT

This agreement is between Highland Community College and _____ for use of the Klinefelter Barn Conference Center for commercial purposes. (See Facility Reservation Request for event details.)

Total event hours (includes set-up and clean up time)

_____ hrs. x \$20.00 per hr. = \$_____

Maintenance hours (may occur outside of event hours of use)

Description of maintenance needs: _____

_____ maintenance person(s) x \$15.00 per hr. = \$_____

Special set-up charge

Description of set-up needs: _____

Set up charge = \$_____

Additional charges

Description of additional charges: _____

Total additional charges = \$_____

Total of all charges= \$ _____

An amount equal to 50% of total charges calculated above is required as a non-refundable deposit. The deposit must be offered in the form of cash or certified check one week before use of the facility requested.

Agreed to this _____ day of _____, 20____.

(Business representative)

(HCC representative)