

**University Of Missouri
Learning Discovery Center
Hundley-Whaley Research Center**

Meeting Room Guidelines

1. Any group may use the University of Missouri Learning Discovery Center meeting room facilities for educational purposes. Priority will be given to University Extension educational programs for which there is no room fee assessed.
2. A facility use agreement will be signed by the person reserving the building two weeks prior to an event, with fees being collected at this time, if applicable, before the use of the building.
3. A key card must be obtained prior to the use of the building, and can be picked up during regular business hours (Monday - Friday, 8:00 a.m. - 4:30 p.m.). An instructional sheet will be provided to the contact person arranging the meeting room when the key is obtained. The key must be returned the **following business day** after the use of the building. Lost key cards will result in a charge of \$10.00.
4. All rooms and furniture used must be cleaned after use. ***Trash generated by your group should be removed after the meeting. Please place trash in large trash barrels provided near the rear entrance. Failure to clean the facilities will result in the forfeiture of deposit.***
5. You are welcome to arrange the seating any way you wish, however all tables and chairs must be returned to original locations after usage. Excess tables and chairs will remain in the room. Outside doors are to remain closed during use.
6. No smoking is permitted in the building. No firearms, fireworks or other flame producing devices are allowed.
7. No signs or decorations may be attached, pinned, or taped to the walls or ceiling Hooks are provided on the wall. Free standing decorations are allowed but must not block emergency access.
8. Your group is responsible for any damages to the building.

Responsible Person: _____ Date: _____

Effective on December 10, 2013

The University of Missouri is not responsible for injury or property loss to or by groups using the facilities