

**Hundley Whaley Research Center  
University of Missouri Outreach & Extension  
Learning Discovery Center  
Meeting and Conference Room Confirmation**

Date of Use \_\_\_\_\_

Time: from \_\_\_\_\_  
to \_\_\_\_\_

**Meeting Room**

- Lecture
- Training/Testing
- Business Seminar
- Social
- Satellite Link
- Other: \_\_\_\_\_

**Conference Room**

- Small Group Discussion
- Training/Testing
- Business Seminar
- Social
- Other: \_\_\_\_\_

Organization/Group \_\_\_\_\_ Est. Attendance \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone (Day) \_\_\_\_\_

Address \_\_\_\_\_ Telephone (Night) \_\_\_\_\_

**Description of Event**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Requests**

- Podium                       Kitchen
- Tables                          Other:
- Chairs

*Please note: Organizations/groups using the meeting room are responsible for room set-up/dismantling.*

**Technical Equipment Requests**

(List AV, TV/VCR, projector, etc.)

*(For Extension-groups use only; outside organizations/groups are responsible for bringing technical equipment as needed.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Billing Information**

No charge    W/O Satellite \_\_\_\_\_    With Satellite \_\_\_\_\_    Photocopies \_\_\_\_ x .10 = \_\_\_\_\_

Bill to: \_\_\_\_\_

**Key Checkout**

Checked out key number: \_\_\_\_\_ Returned key: \_\_\_\_\_ Received. by: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_

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