

**University Of Missouri Outreach & Extension  
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. Regular meetings of groups during the week will not be scheduled as they will likely conflict with educational programs. The meeting room may not be scheduled by groups outside of University Extension more than 60 days in advance.
3. A key 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. An agreement will be signed by the person reserving the building, with fees being collected at this time, if applicable, before the use of the building. The key must be returned the **following business day** after the use of the building.
4. All rooms used must be cleaned after use as we do not have a janitor coming in every day. ***Trash generated by your group should be removed after the meeting. Please place trash in large trash barrels provided near the rear entrance.***
5. You are welcomed to arrange the seating any way you wish, however all tables and chairs must be returned to original locations after usage.
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. Free standing decorations are allowed.
8. You can request usage of any equipment (podiums, screens, etc.), however prior approval must be obtained. **Audio-visual equipment is not loaned to outside groups.**
9. Failure to follow the attached instructions will result in the necessity to assess a \$150.00 charge to your group or result in your group not being able to use the facility again in the future.
10. Your group is responsible for any damages to the building.

Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

**Effective on January 30, 2008**

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