



University Department Room Reservation Form

Date Room(s) Required: ___/___/___ Day of the Week: _____
Date App. Received: ___/___/___ Date App. Approved: ___/___/___
Setup Start Time: ___AM/PM Event Start Time: ___AM/PM Event End Time: ___AM/PM
Clean-Up End Time: ___AM/PM
Purpose/Use: _____ Estimated Attendance: _____
Contact Person: _____ Position: _____
Department/Organization: _____
Address: _____ Telephone Number: _____

The form should be completed and returned NO LATER THAN 10 working days prior to your event.

University policy requires prior approval if alcoholic beverages are to be served at the event. It is YOUR responsibility to obtain such approval from Business Services or MU Catering.

CANCELLATIONS: If the event is cancelled, please contact the Museum immediately at (573) 882-6724. In some cases it may be necessary for the Museum to withdraw permission after issuance.

I have read the Use Guidelines and agree to the terms and authorize the billing of all subsequent charges involved in this reservation to the following University Account:

Mocode: _____ Account Number: _____ Signature: _____

PLEASE CHECK ROOM(S) REQUESTED FOR YOUR EVENT

- Cast Gallery (Room 104)
BASIC FEE: Includes 1 Table, 4 Wastebaskets w/liners, 4 Folding Trays \$75.00

ADDITIONAL SET-UP AND TIME COSTS

Table with 4 columns: Item(s), Cost, Number, Cost. Rows include After-the-Event Cleaning Fee, Extra Tables, Chairs, and Guard.

TOTAL \$ _____

- Auditorium (Room 106) (maximum occupancy: 116 people)
There is no charge for the use of the Auditorium during normal hours of Museum operation, 8:00 a.m. - 5:00 p.m. M-F, provided your event does not conflict with regularly scheduled classroom hours. After-hours events may require the presence of a guard.
Guard (before or after Museum hours) \$15 per hour hrs. _____ \$ _____

TOTAL COST \$ _____

- Second Floor Galleries: I would like these galleries open during my event.

FOR OFFICE USE ONLY
Date Billed: ___/___/___ How Paid: _____
Date Paid: ___/___/___ Journal Number: _____