



MUSEUM OF ART AND ARCHAEOLOGY

Room 106 Guidelines for Use

The Museum of Art and Archaeology is happy to welcome individuals and groups to utilize the lecture hall, room 106, for lectures and films. The room can seat up to 116 individuals and is equipped with the following audio visual equipment built into a stationary podium:

- LCD projector
- Sound system
- DVD/CD player
- VHS player
- MAC computer
- Terminal hookups for laptop computer and portable stick drives
- Slide projectors
- A microphone is available by calling the Department of Art History and Archaeology at 882-6711.

If the room is reserved after 5:00pm by non Museum personnel or Department of Art History and Archaeology faculty, a Museum Guard **MUST** be present to oversee the use of the room, protect all artwork in the Museum and secure the building at the end of the event. He is the voice of authority and his requests **MUST** be complied with. The Museum Guard has the right and responsibility to ask any unruly group or persons to vacate the premises. Campus Police may be called if necessary. Use of this space after 5:00pm requires a \$15 per hour fee (*billed in 30 minute increments*) to be paid per event and must be reserved by completing the following steps:

1. Complete the *Museum's Room Reservation Form*.
2. An online reservation **MUST** be made through MU Business Services at <http://nubswweb.missouri.edu/html/room/reserve.cfm>.

The applicant will be responsible for:

- Starting and stopping the event at the designated times.
- See that all materials (*including trash*) are removed from room 106 at the conclusion of the event.
- **DO NOT** move or alter in any way the location of the podium or chairs.
- Food and drinks are **NOT** allowed in room 106.

For additional information or explanation, please contact Bruce Cox at (573) 882-6724.

Thank you for your interest in the Museum!