Thank you for your interest in the Center for Missouri Studies!

The Sam B. Cook Hall, the John K. Hulston Lobby, the Sam F. and June S. Hamra Family Classroom, the Plassmeyer Family Classroom, and the Francis W. “Bud” Barnes Boardroom are spaces available for meetings and events. Come in for a tour, and make plans for a great event!

What is the occupancy of event spaces?
- Hamra Classroom and Plassmeyer Classroom will each seat 30 people.
- Barnes Boardroom will seat 20 people around the table and has a total of 36 chairs in the room.
- Cook Hall holds 182 people in theatre-style seating; 152 at table rounds of 8 with closed doors.
- Cook Hall holds 210 people in theatre-style seating; 200 at table rounds of 8 with open doors.

What are the rental rates?
See rental rates at shsmo.org/venue.

When can I make a reservation?
Reservation requests must be submitted at least two months in advance of the event date. SHSMO currently accepts reservations up to two years from the current date.

How do I schedule a tour or reserve space in the Center?
Call 573.882.7083 or email events@shsmo.org.

Where do guests park?
There is a parking lot onsite at the Center as well as several parking garages in downtown Columbia.

Is the Center ADA accessible?
Yes, the Center for Missouri Studies is ADA accessible, including the restrooms.

Is the Center smoke-free?
Yes! Smoking and vaping are strictly prohibited at the Center.

Is there access to AV equipment?
AV equipment and services are available for event rentals.

Does the Center host events on holidays?
The Center is not available for events on major holidays, including: Christmas, Thanksgiving, New Year’s Eve/Day, Fourth of July, Easter, Memorial Day/Weekend, and Labor Day/Weekend.
Is the art gallery available to rent?
While the art gallery is not available to rent, there are options to incorporate a gallery viewing or tour into events. Please note that this will result in gallery staffing fees. No food or drink is allowed in the gallery.

What are catering options?
The State Historical Society of Missouri must approve all caterers for events.

Is there a kitchen area?
Yes, there is a catering kitchen available for use. It includes an ice machine, coffee pots, work tables, a three-compartment sink, and space to hook up warming cabinets.

Can alcohol be served?
Yes, alcohol is allowed at events. It must be served by a licensed and insured caterer or bar caterer. No person under the age of 21 is allowed to drink on the premises.

Are there tables and chairs?
Yes, there are 25 tables (72”) available to rent and 250 chairs that are available at no charge. Event clients and/or caterers are responsible for providing any linens for events.

How many restrooms are available?
There are three restrooms on the first floor—men’s, women’s, and family. There are two restrooms on the second floor—men’s and women’s.

When is payment due?
The initial deposit, 50% of rental fee, is due within 10 days of final confirmation. Invoices must be paid within 14 business days of invoice date. University of Missouri clients may submit a MoCode to secure the space and to pay for event.

What are payment options?
Payments may be made in the form of MasterCard, Visa, American Express, Discover Card, MoCode, cash, or check made payable to the State Historical Society of Missouri.

What decorations are allowed?
Call 573.882.7083 or email events@shsmo.org to discuss decoration options.

Are there insurance requirements?
To rent the space, clients must provide a certificate of liability insurance.

What is the cancellation policy?
See final confirmation for cancellation policy.