

# Nyumburu Cultural Center SPACE RESERVATION FORM

(Must submit form  
to registered)

Please TYPE or write legibly and submit to:

Nyumburu Cultural Center  
Suite 1120, Nyumburu Cultural Center Bldg. #232  
Phone: (301) 314 – 7759  
Fax : (301) 314-0383

Date Submitted: \_\_\_\_\_  
Applicant's Fax #: \_\_\_\_\_  
Applicant's FRS #: \_\_\_\_\_

**All Checks must be made payable to the  
UNIVERSITY of MARYLAND**

CONFERENCE ROOM (CR)  
\*\*\* Level M – Room 0120  
CR seats 25 around tables w/ 15 extra chairs

MULTI PURPOSE ROOM (MR)  
\*\*\* Level P – Room 0130  
MR seats 300 theater style, 150 w/round tab

(Chairs, 4 tables, 1 microphone and podium with the Multipurpose Room. Other equipment is available with additional charge and prior approval). Must be finalized 7 working days prior to event. LCD Projector \$25.00- Additional Microphones \$15.00 each. Sound system/Assistant \$75.00. All events open to the public must have a license caterer and have a Temporary Food Service Permit from the Prince George's County Health Department for a single day event. Should be received 14 days prior to event for regular fee. There is a late fee after 7days for Health Department permit. All Alcohol must be done by the Campus Catering Department.

**Amount**

On Campus Department--CR \$- \$75 weekdays & \$100 weekends (4 hrs)  
MR \$--\$250 weekdays \* \$350.00 weekends (4hrs.)  
\$50 extra for MR per hour & \$25 extra for CR  
\*\*\*\*\*  
Off Campus Groups- \$500.00 Fri. & Sat.  
Weekdays \$350.00 (for 4 Hours) Off Campus Group \$50 extra for MR & \$25 for CR  
Wedding Receptions- \$500.00-4hours  
\*\*\*\*\*  
Student Organizations Mon –Thurs 9am to 7pm - \$50.00. \$75.00 for MR weekdays 7pm to 9pm - \$150 on weekends for 4 Hours.  
Co-sponsorship with Departments & non student groups, will result in the department being charged.  
Extra Request requires additional charge.  
After 5pm Friday is considered Weekend.

**PART I – SPONSOR INFORMATION: Must be TYPED or Printed legibly by Applicant.**

Applicant's Name/Title: \_\_\_\_\_ Org./Dept. \_\_\_\_\_  
 Event Title/Description: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Local/Campus Address: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Co-Sponsor Name/Organization (if any): \_\_\_\_\_  
 EVENT DATE: \_\_\_\_\_ SPACE DESIRED: \_\_\_\_\_  
 Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Hours Reserved \_\_\_\_\_ to \_\_\_\_\_ (Incl. setup/breakdown time)  
 \*\* (Please put AM and PM with Event Time). Expected Attendance \_\_\_\_\_  
 Open to: Members Only  Member/Guests  Campus  Registrants  Public   
 Speaker/Topic OR Band/DJ \_\_\_\_\_ Admission Charge: \_\_\_\_\_  
 \*\*\*\*\* SET-UP FORM Is Required\*\*\*\*\*

**PART II – SPECIAL REQUIREMENTS: Completed by Nyumburu Cultural Center Reservation Officer**

Concessions Permit \_\_\_\_\_ Food? Yes/No/TBA \_\_\_\_\_ Catering/Health Permit \_\_\_\_\_ Other Requirements \_\_\_\_\_ Additional Equipment Fee \_\_\_\_\_

**AGREEMENT – To be read and understood by the sponsoring organizations at the time of application**

The sponsoring group requesting space is financially responsible for all charges for services or damages to facilities or equipment. Permission to use the space on the date and time indicated herein is granted based on information provided. Any changes must be confirmed with the Nyumburu Cultural Center Reservation Officer to maintain the reservation. Final signature by the applicant indicates the willingness to abide by all federal, state, and local laws and regulations of the University of Maryland.

The University reserves the right to terminate immediately the privileges for use of the facilities of any individual and/or group, which refuses to comply with University regulations, or which permits conduct considered detrimental to the best interest of the University. The Nyumburu Cultural Center Reservation Office also reserves the right to change space assignments as necessary.

\* A \$50.00 cancellation fee will be charged if the Center is not notified 7 days prior to scheduled event for Departments & Off Campus Groups and a \$25.00 charge for student organizations. Nyumburu Cultural Center and its staff are not liable for equipment or personal belongings left in the Center. ALL Alcoholic Beverages must be done through UM (Catering).

**Part III**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature of Co-sponsor or Advisor (optional)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Nyumburu Reservation Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Events are Confirmed once signed by the Nyumburu Cultural Center Reservation Officer.**

\*\*\*Student organizations may not reserve space for non- registered student groups, departments, or any off campus group\*\*\*

\* Extra \* \$50.00 Sound System/with Assistant \$75.00 and \$25.00 LCD Projector. 1/13ac