

Nyumburu Cultural Center SPACE RESERVATION FORM

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 – 9505 or (301) 314-0383 \$300.00 Sunday

Date Submitted: _____
Applicant's Fax #: _____
Applicant's FRS #: _____

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

Amount

CR \$ _ \$75 weekdays & \$100 weekends (4 hrs)
MR \$ _ \$250 weekdays (For 4 Hours)
\$350 after 5 Fri. & \$500 Sat. (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 for MR weekdays 7pm to 9pm -\$150 on
weekends for 4 Hours.
Co-sponsorship with Departments & non student
groups, will result in the dept. or non student
group being charged.
Extra Request requires additional charge.
After 5pm Friday is considered Weekend.

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

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

(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 14 days. All Alcohol must be done by the Campus Catering Department.

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.

*Sponsoring student group is responsible for their own setup and breakdown if there is no fee; however, if the Center sets up and breakdown there will be a \$50.00 charge. A \$50.00 cancellation fee will be charged if the Center is not notified within 5 days, 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.

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.

Applicant Received Confirmation **Name** _____ **Date** _____ 7/08

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