**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  

All Checks must be made payable to the UNIVERSITY OF MARYLAND

<table>
<thead>
<tr>
<th>CONFERENCE ROOM (CR)</th>
<th>MULTI PURPOSE ROOM (MR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** Level M – Room 0120</td>
<td>*** Level P – Room 0130</td>
</tr>
<tr>
<td>CR seats 25 around tables w/ 15 extra</td>
<td>MR seats 300 theater style w/ round tables</td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Applicant’s Name/Title:</th>
<th>Org./Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Title/Description:</td>
<td>Phone #</td>
</tr>
<tr>
<td>Local/Campus Address:</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Co-Sponsor Name/Organization (if any):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT DATE:</th>
<th>SPACE DESIRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Event Time</td>
<td>Hours Reserved</td>
</tr>
<tr>
<td>** (Please put AM and PM with Event Time).**</td>
<td>to</td>
</tr>
<tr>
<td>Open to:</td>
<td>Expected Attendance</td>
</tr>
<tr>
<td>Members Only</td>
<td>Member/Guests</td>
</tr>
<tr>
<td>Campus</td>
<td>Registrants</td>
</tr>
<tr>
<td>Public</td>
<td></td>
</tr>
<tr>
<td>Speaker/Topic OR Band/DJ</td>
<td></td>
</tr>
<tr>
<td>Admission Charge:</td>
<td></td>
</tr>
</tbody>
</table>

**PART II – SPECIAL REQUIREMENTS:**

Complied by Nyumburu Cultural Center Reservation Officer

<table>
<thead>
<tr>
<th>Concessions Permit</th>
<th>Food? Yes/No/TBA</th>
<th>Catering/Health Permit</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td>Additional Equipment Fee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 charges 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 Nyumburu Reservation Officer**  
Date  

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

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