

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

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 \$ _ \$200 weekdays (For 4 Hours)
 \$300 after 5 Fri. & \$400 Sat. (For 4 Hours)
 Off Campus Group \$50 extra for MR & \$25 for CR

CONFERENCE ROOM (CR)
 *** Level M – Room 0120
 CR seats 25 around tables w/ 15 extra
 around walls. Seats 45 /without tables

MULTI PURPOSE ROOM (MR)
 *** Level P – Room 0130
 MR seats 300 theatre style. 150 w/round tables
 on floor 10 seated on stage

Wedding Receptions- \$500.00-4hours

 Student organizations FREE Mon - Fri 9am to 7pm
 \$50.00 for MR weekdays 7pm to 9pm-\$150 on
 weekends.
 Co-sponsorship with Departments & non student
 groups, will result in the dept. or non student
 group being charged.

After 5pm Friday is considered Weekend.

(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.

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.

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

 Signature of Nyumburu Cultural Center Reservation Officer Date

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

Applicant Received Confirmation Name _____ Date _____ 9/04

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