

# Nyumburu Cultural Center

## SPACE RESERVATION FORM

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

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  
 carswell@umd.edu

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

**CONFERENCE ROOM (CR)**  
 \*\*\* Level M – Room 0120  
 CR seats 25 Banquet style -15 around wall

**MULTI PURPOSE ROOM (MR)**  
 \*\*\* Level P – Room 0130  
 MR seats 300 Theater style. 150 Banquet style

(Chairs, 4 tables, 1 microphone and podium mic, with the Multipurpose Room. Other equipment is available with additional charge and prior approval). Set-up must be finalized 7 working days prior to event. LCD Projector **\$25.00**- Additional Microphones **\$15.00 each**. Sound system/Assistant **\$100.00**.

**FOOD must be purchase from a licensed vendor (Grocery Stores, etc.) or a licensed Caterer.**

All events open to the public must have a licensed 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 for Health Department permit.

All Alcohol must be done by the Campus Catering Department.

After 5pm on Friday is considered Weekend.

**\*\*\*Extra time is allowed for set-up and Break-down.\*\*\***

**Amount**

**On Campus Department—**  
 CR \$- \$75 weekdays & \$100 weekends (4 hrs)  
 MR \$--\$300 weekdays \* \$400.00 weekends (4hrs.)  
 After 4 hours \$60 extra for MR per hour & \$30 extra for CR  
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**Off Campus Groups- \$550.00 (for 4 Hours)**  
 After 4 hours \$60 extra for MR & \$30 for CR

**Student Organizations:**  
**MR** -Mon -Thurs 9am to 7pm - \$50.00. 2hrs.  
**MR** weekdays 7pm to 9pm \$75.00 –  
**MR**- All Dinners w/ tables, chairs & use of Kitchen- \$150.00 (4 hrs. incl. break down)  
**MR** \$150.00 on weekends for 4 Hours.  
**MR** \$150.00 when school not in session for the academic year.  
**CR** - \$50.00 for 2 hours

**Co-sponsorship with Departments & Student groups, will be charged the highest price.**  
**Extra Requests require additional charge.**

**Any Reservation made within 7days will be charged a extra \$50.00**

**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.

\* After 7 days from submitted date refund will be 50% for ALL. A \$50.00 cancellation fee will be charged after submitted date. \$25.00 cancellation 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). All payments must be made 7 days after submitted date or Reservation may be cancelled.

**Part III**

**\*Signature of Applicant** \_\_\_\_\_ Date \_\_\_\_\_

Please contact [carswell@umd.edu](mailto:carswell@umd.edu) five days prior to your program.

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

**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\*\*\* 6/1/2016**