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) 314-0383

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>
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<tbody>
<tr>
<td>*** Level M – Room 0120</td>
<td>*** Level P – Room 0130</td>
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| CR seats 25 round tables w/ 15 extra chairs | MR seats 300 theater style: 150 w/round 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 7 days for Health Department permit. All Alcohol must be done by the Campus 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).

Open to: Members Only [ ] Member/Guests [ ] Campus [ ] Registrants [ ] Public [ ]

Speaker/Topic OR Band/DJ ____________________________ Admission Charge: ____________________________

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 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.

* 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 Cultural Center 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