SPACE RESERVATION FORM

Date Submitted: _____________________
Applicant’s Fax #: ___________________
Applicant’s KFS #: ___________________

Any Reservation made within 7 days will be charged an 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: _______________________

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

Please contact carswell@umd.edu five days prior to your program.

*Signature of Nyumburu 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 groups for the student fee*

This is the official registration form. Payments must be made 10 days after reservation or the reservation maybe cancelled.

1/30/2015