



SPACE RESERVATION FORM

Please **TYPE** or **WRITE** legibly and submit to:
Nyumburu Cultural Center 4018 Campus Drive College Park, MD 20742
Bldg. #232 Suite 1120 Phone: (301) 314-7759 Fax: (301) 314-0383
carswell@umd.edu www.nyumburu.umd.edu

Date Submitted: _____
Applicant's Fax #: _____
Applicant's KFS #: _____

All Checks must be made payable to University of Maryland

Multipurpose Room (MR)

Level P – Room 0130

Seats 280 Theater style -or- 150 Banquet style
Includes tables, chairs, podium w/mic & handheld microphone
Other equipment is available with additional charge & prior approval.
Set-up must be finalized 7 working days prior to event.

Conference Room (CR)

Level M Room 0120

40 chairs (25 around table, 15 around wall)

Conference Room (CR)

Level 1 Room 1120-E

12 chairs with Conference Table (After 5:00pm)

Nyumburu Pavilion & Patio/Terrace

\$20.00 Service fee per hour after 5:00pm

Nyumburu Amphitheater (See Stamp Reservation)

LCD Projector - \$25 Yes__ No__

Sound System/Assistant - \$100 Yes__ No__

Additional Microphones - \$15/each Yes__ No__

List how many additional mics _____

Any Reservation made within 7 days will be charged an extra \$50.00 *SET UP FORM IS REQUIRED*

Drop-Off: 4149 Fieldhouse Drive-Parking Lot BB in the back of Nyumburu

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: _____ Email: _____

Co-Sponsor Name/Organization (if applicable): _____

EVENT DATE: _____ SPACE DESIRED: _____

Actual Event Time: _____ to _____ Hours Reserved: _____ to _____ Setup/Breakdown Time: _____ to _____ (Please put AM/PM with Time)

Expected Attendance (#): _____ Band/DJ: _____ Admission Charge: _____

Speaker/Topic: _____

Open to (check): Members Only__ Members/Guests__ Campus Registrant__ Public__ ALL__

PART II – SPECIAL REQUIREMENTS: (To Be completed by Reservation Officer)

Concessions Permit: Yes__ No__ Food: Yes__ No__ Catering/Health Permit: Yes__ No__ Equipment Fee: _____

Other Requirements: _____

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 approved through (UM Catering).

All payments must be made 5 days after submitted date or Reservation will be cancelled. Please contact carswell@umd.edu **FIVE DAYS** prior to your program.

PART III - SIGNATURE

***Signature of Applicant** _____ **Date:** _____

***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

RATES

Student Organizations

CR: \$75/hr Weekdays (2 hours)
MR: \$100 weekdays (2 hours) | \$200 weekends (2 hours)
\$300 when school is not in session
All Dinners w/tables, chairs & use of Kitchen
\$250 During Semester (4 hours)

On Campus Departments

CR: \$100 Weekdays | \$150 weekends (4 hours)
MR: \$300 weekdays | \$400 weekends (4 hours)
After 4 hours, \$60.00 per hour.

Off Campus Groups

CR: \$150 Weekdays | \$250 weekends (4 hours)
MR: \$550 weekdays | \$600 weekends (4 hours)
After 4 hours, \$60.00 per hour

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

FOOD MUST BE PURCHASED 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 approved by the Campus Catering Department.

After 5pm on Friday is considered Weekend.

*** Extra time is allotted for set-up and break-down ***