



**FACILITY SPACE AND RESERVATION FORM  
UNIVERSITY OF MARYLAND EASTERN SHORE  
Princess Anne, Maryland 21853-1299**

**Application Date**

**Form must be completed and returned 14 Business Days prior to Activity Date Requested!**

**ORGANIZATION / DEPARTMENT INFORMATION**

Organization/Department \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Contact Address \_\_\_\_\_ Contact Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Advisor/Department Chair \_\_\_\_\_ Advisor Contact Number \_\_\_\_\_ Advisor Email Address \_\_\_\_\_

**RESERVATION DETAILS**

Name of Activity \_\_\_\_\_ Type of Activity \_\_\_\_\_ Activity Date \_\_\_\_\_  
 Set-up Time \_\_\_\_\_ Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_  
 Number of Estimated Guest \_\_\_\_\_ Admission: OPEN \_\_\_\_\_ CLOSED \_\_\_\_\_ Admission Cost: \_\_\_\_\_  
 Will Food Be Served? Yes \_\_\_\_\_ No \_\_\_\_\_ Will There Be a DJ/Band or Music Performance? Yes \_\_\_\_\_ No \_\_\_\_\_ Will There Be Alcohol Served? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will Tickets Be Needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Will Student Security Be Needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Will Campus Police Be Needed? Yes \_\_\_\_\_ No \_\_\_\_\_

**FACILITY REQUESTED**

**Student Services Center**

- \_\_\_ Ballroom
- \_\_\_ Theater (+ Dressing Rooms)
- \_\_\_ Chapel
- \_\_\_ Recreation Area
- \_\_\_ Bowling Alley
- \_\_\_ Meeting Room (s)
- \_\_\_ Display Case
- \_\_\_ Coat Room
- \_\_\_ Multi-Purpose Room
- \_\_\_ Greek Lounge
- \_\_\_ Queen's Gallery
- \_\_\_ Commuter's Lounge
- \_\_\_ Courtyard
- \_\_\_ Rotunda

**Residential Hall**

- \_\_\_ ORL Community Center
- \_\_\_ Student Apartment Pavilion
- \_\_\_ Murphy Hall Lounge
- \_\_\_ Harford Hall Lounge
- \_\_\_ Plaza Hall Lounge
- \_\_\_ Nuttle Hall Lounge
- \_\_\_ Wicomico Hall Lounge
- \_\_\_ Court Plaza Hall Lounge
- \_\_\_ University Terrace
- \_\_\_ HAWK Pointe

**Performing Arts Center**

- \_\_\_ Auditorium
- \_\_\_ Dressing Rooms
- \_\_\_ Classroom

**Richard A. Henson Center**

- \_\_\_ Ballroom
- \_\_\_ Bailey A. Thomas Room
- \_\_\_ Classroom (s)
- \_\_\_ Meeting Room

**University Dining Services**

- \_\_\_ The Plateau (Café)
- \_\_\_ HAWKS NEST
- \_\_\_ Oasis

**William P. Hytche Athletic Center**

- \_\_\_ Main Arena
- \_\_\_ Weight Room
- \_\_\_ Indoor Track
- \_\_\_ Swimming Pool
- \_\_\_ Dance Room
- \_\_\_ Racquet Ball Courts

**Outdoors Recreation Areas**

- \_\_\_ Tennis Courts
- \_\_\_ Soccer Courts
- \_\_\_ Baseball Courts
- \_\_\_ Basketball Courts

**Other:** Please Specify \_\_\_\_\_

**EQUIPMENT REQUEST**

- \_\_\_ Tables Amt: \_\_\_\_\_
- \_\_\_ Chairs Amt: \_\_\_\_\_
- \_\_\_ Microphone (s) Amt: \_\_\_\_\_
- \_\_\_ Portable Projector
- \_\_\_ TV/VCR
- \_\_\_ LCD Projector/screen
- \_\_\_ Sound Equipment (Speakers)
- \_\_\_ Stage
- \_\_\_ Sports Equipment
- \_\_\_ Grill
- \_\_\_ Other: \_\_\_\_\_

**Individuals MUST Provide own Laptop for Presentations!**

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Contact Person Signature Date  
 \_\_\_\_\_  
Advisor / Department Signature Date  
 \_\_\_\_\_  
Building Director Signature Date  
 \_\_\_\_\_  
Student Activities Signature Date  
 \_\_\_\_\_  
Public Safety Signature Date

**OFFICE USE ONLY: Billing Information**

Approved \_\_\_\_\_ Reservation # \_\_\_\_\_ Fees Assessed \_\_\_\_\_  
 Disapproved \_\_\_\_\_ Initials \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_  
 LATE \_\_\_\_\_ Comments: \_\_\_\_\_

All organizations using University facilities agree to abide by all University and State policies and procedures. The requesting organization accepts responsibility for all damages to University property or losses including theft, with regards to facilities and equipment covered by this agreement. The organization assumes responsibility for financial obligations for the event. All off-campus groups must provide the University with a completed hold harmless form and certificate of insurance. Foodservice arrangements must be made by sponsoring organization and arrangements do not automatically guarantee the reservation of University facilities.