



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

Application Date

Form must be completed in HelloSign and returned
21 Business Days prior to Activity Date Requested!

ORGANIZATION INFORMATION

Organization _____ Contact Person _____
Contact Address _____ Contact Number _____ E-Mail Address _____
Alternate Contact _____ Alternate Contact Number _____ Alternate Contact mail Address _____

RESERVATION DETAILS

Name of Activity _____ Type of Activity _____ Activity Date _____
Set-up Time _____ Start Time _____ Ending Time _____
Number of Guest Maximum _____ Tickets being sold: YES _____ NO _____ 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 Security Be Needed? Yes _____ No _____ Will Campus Police Be Needed? Yes _____ No _____

FACILITY REQUESTED

Performing Arts Center

- ☐ Auditorium
☐ Classroom
☐ Choir Room
☐ Band Room
☐ Room 1102
☐ Dressing Rooms

EQUIPMENT REQUEST

- ☐ Tables Amt: _____
☐ Chairs Amt: _____
☐ Microphone(s) Amt: _____
☐ Portable Projector
☐ TV/VCR
☐ LCD Projector/screen
☐ Sound Equipment (Speakers)
☐ Stage

REQUIRED SIGNATURES

Contact Person Date

Building Manager Date

Public Safety Chief Signature Date

VP of EMSE Date

VP of Administration and Finance Date

OFFICE USE ONLY: Billing Information

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