



**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 / 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 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 _____

REQUIRED SIGNATURES

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

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 _____

Tawes Gymnasium

____ Cappy Anderson Stadium
____ Classroom
____ Main Gymnasium

Richard A. Henson Center

____ Ballroom
____ Bailey A. Thomas Room
____ Classroom (s)
____ Meeting Room

Academic Building

____ Wilson Hall
____ Trigg Hall
____ Kiah Hall
____ Carver hall
____ Frederick Douglas Library
____ Hazel Hall
____ Flag Mall

University Dining Services

____ The Plateau (Café)
____ HAWKS NEST
____ Oasis

EQUIPMENT REQUEST

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

WHITE- Student Activities PINK- University Police YELLOW- Organization GOLD- Facility

Individuals MUST Provide own Laptop for Presentations!

Contact Person _____ Date _____

Advisor / Department _____ Date _____

Director of Building or Student Experience _____ 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: _____

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.