

**PAUL S. SARBANES COASTAL ECOLOGY CENTER  
(PSSCEC)**

School of Agricultural and Natural Sciences  
University of Maryland Eastern Shore

**FACILITY RESERVATION GUIDELINES AND  
GENERAL USE POLICIES**

The University's purpose and uniqueness are grounded in distinctive learning, discovery, and engagement opportunities in agriculture, marine and environmental sciences, technology, engineering and aviation sciences, health professions, and hospitality management. Degrees are offered at the bachelor's, master's and doctoral levels. The Paul S. Sarbanes Coastal Ecology Center (Sarbanes Center), under the administrative authority of the University of Maryland Eastern Shore (UMES), is a teaching, research and public outreach facility that houses initiatives related to the restoration, conservation and understanding of the water quality, surrounding natural environments, and living resources that characterize the coastal bays. The center serves as an undergraduate and graduate research and teaching facility in addition to an educational and interpretive center for public outreach which includes programs for teachers and students at the K-12 levels.

**GENERAL**

1. *Research and Educational Opportunities Supersede all Requests.* (Completed facility requests from UMES, University of Maryland Extension and the University of Maryland System students, faculty, staff, workgroups, and councils' receive priority scheduling over non-University of Maryland groups/organizations).
  - Priority will be given to registered students and faculty from the UMES.
2. Completion of the facility request form does not guarantee that the dates and times requested are reserved. A notification by email, fax, or phone will be made for approval/non-approval of the request.
3. Facility request forms must be submitted a **minimum of 14 business days in advance** of the event to receive full consideration. Other requests will be considered as space and time allows.
4. Cancellation of the event must be submitted in writing a **minimum of 7 business days** prior to the scheduled event for refunds to be considered. Otherwise, written cancellation must be submitted **3 days** prior to the event.

5. The event sponsor or his/her designee will be on site throughout the requested time and will be held responsible for the conduct of all members of the group while using the Sarbanes Center facility and grounds.
6. The Sarbanes Center reserves the right to require liability coverage from any group or individual.
7. The Sarbanes Center reserves the right to determine the continuance of participation or to cancel the event due to inclement weather or circumstances that may be hazardous to the participant's safety or to the condition of the facility. (Each organization/group should have a back-up plan in case the event is cancelled due to inclement weather.)
8. The event sponsor is financially held responsible for all lost, stolen, or damaged equipment.
9. All participants must comply with the laws, rules and regulations of the state and the university/Sarbanes Center. Any infractions of the laws, rules, and regulations, will result in the participant being asked to vacate the facility immediately and may be grounds for the refusal of future requests for the use of the facility.
10. **SMOKING IS PROHIBITED IN THE SARBANES CENTER AND ON THE SURROUNDING GROUNDS.**
11. **ABSOLUTELY NO ILLEGAL DRUGS, INTOXICATING SUBSTANCES OR WEAPONS ARE PERMITTED AT ANY TIME.**
12. The event sponsor is responsible for his/her own set-up and take down. The facility must be returned to its original arrangement and condition. Any decorations must be fireproof and shall be attached and removed in a manner that is not destructive to the facility. The use of open flames, such as candles, is strictly forbidden.
13. No custodial support is provided. The event sponsor is responsible for collection and disposal of event trash. No leftover food from the event should be placed in the facility refrigerator. It should be removed from the building and properly disposed of.
14. Lavatories shall be open for groups using the facility. The event sponsor shall be responsible for the actions of the participants/members using all lavatory areas.
15. Parking is limited. Care should be given to parking arrangements so as not to destroy the grounds adjacent to the facility.

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School of Agricultural and Natural Sciences  
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**FACILITY REQUEST APPLICATION**

DATE OF APPLICATION: \_\_\_\_\_  
 TYPE OF PROGRAM OR EVENT: \_\_\_\_\_  
 NAME OF ORGANIZATION: \_\_\_\_\_  
 \_\_\_\_\_  
 ADDRESS/CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

APPLICANT/RESPONSIBLE PERSON \_\_\_\_\_  
 ADDRESS/CITY/STATE/ZIP \_\_\_\_\_  
 DAY TIME PHONE # \_\_\_\_\_ EVENING/CELL PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE REQUESTED FOR USE: \_\_\_\_\_ TIME: BEGIN \_\_\_\_\_ END \_\_\_\_\_  
(INCLUDE PREPARATION AND CLEAN UP TIME)

EXPECTED NUMBER OF PARTICIPANTS: \_\_\_\_\_ ACTIVITY INVOLVES K-12 STUDENTS? YES \_\_\_\_\_ NO \_\_\_\_\_  
 ATTENDEES: \_\_\_\_\_ IF YES, # OF ADULT SUPERVISORS: \_\_\_\_\_ (PREFERABLY 7:1)

ADMISSION FEE (IF ANY) \_\_\_\_\_ FOR WHAT PURPOSE IS FEE BEING USED? \_\_\_\_\_

IS THIS ACTIVITY FUNDED BY A STATE OR FEDERAL GRANT? YES \_\_\_\_\_ NO \_\_\_\_\_ GRANT NO: \_\_\_\_\_

SPACE REQUESTED: (CHECK ALL THAT APPLY)

AUDITORIUM	WORKSTATION*	OTHER (PLEASE DESCRIBE): _____
LIBRARY	GENERAL LAB*	_____
ROTUNDA AREA	GROUND*	_____
KITCHEN	DECK*	_____

\*REQUIRES APPROVAL OF DEAN/DIRECTOR: \_\_\_\_\_ APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NUMBER OF CHAIRS: \_\_\_\_\_ NUMBER OF TABLES: \_\_\_\_\_

ADDITIONAL ITEMS: USE OF EQUIPMENT IS SUBJECT TO ADDITIONAL FEE. (\$20 PENALTY FEE IF USED WITHOUT PRIOR REQUEST)  
 [CHECK ALL THAT APPLY]

SOUND SYSTEM W/ MICROPHONE -- \$10	TV/DVD/VCR - \$10	LCD PROJECTOR - \$25	ART PANEL/ROOM DIVIDER - \$5 EA (# ____)
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WILL REFRESHMENTS BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE EXPLAIN: \_\_\_\_\_

NAME OF RESPONSIBLE PERSON(S) FOR CLEAN UP & TRASH REMOVAL \_\_\_\_\_



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 Phone: 410-651-8697 Fax: 410-629-1095 Website: www.umes.edu/psscec



Complete, Detach and return to : Paul S. Sarbanes Coastal Ecology Center

