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

- 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.
- 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.
- 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.

PAUL S. SARBANES COASTAL ECOLOGY CENTER (Sarbanes Center)
School of Agricultural and Natural Sciences
University of Maryland Eastern Shore

FACILITY REQUEST APPLICATION

	OR EVEN	т: <u> </u>				
NAME OF ORGANIZA	TION:					
Address/City/Sta	TE/ZIP			Рноле	Fax	
APPLICANT/RESPONSIBLE PERSON						
Addr	ESS/CITY/	STATE/ZIP				
Day TIME PHONE #				EVENING/CELL PHONE # EMAIL		
				TIME: BEGINEND (INCLUDE PREPARATION AND CLEAN UP TIME)		
EXPECTED NUMBER OF PARTICIPANTS: ATTENDEES:					DENTS? YES NO ORS: (Preferably	
ADMISSION FEE (F ANY)			FOR WHAT PURPOSE IS FEE BEII		
	,					
S THIS ACTIVITY FUN						
	DED BY A	a state or Federal Gra				
	DED BY A		NT? YES_		irant No:	
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NAME OF RESPONSIBLE PERSON(S) FOR CLEAN UP & TRASH REMOVAL



 11802 Marsh View Lane, Berlin, MD 21811
 Email: sarbanescec@umes.edu

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



WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT

(NAME OF REPRESENTATIVE)	
(Position)	OF (ORGANIZATION)

ASSUME FULL RESPONSIBILITY FOR ALL EXPENSES, DAMAGE AND SERVICES FOR THE ABOVE EVENT. FURTHERMORE, I BEING A DULY AUTHORIZED REPRESENTATIVE OF THE AFOREMENTIONED GROUP OR ORGANIZATION, RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE THE UNIVERSITY OF MARYLAND EASTERN SHORE, THE UNIVERSITY OF MARYLAND EXTENSION, THE UNIVERSITY SYSTEM OF MARYLAND, AND THEIR OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES. I WILL HOLD THE UNIVERSITY OF MARYLAND EASTERN SHORE... FREE FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, AND CAUSES OF ACTION WHATSOEVER FOR ANY INJURY OR DAMAGE WHICH MAY OCCUR TO ME, MY GUESTS, AND/OR MEMBERS OF THE ABOVE NAMED GROUP/ORGANIZATION AND OR PROPERTY DURING OUR REQUESTED USE OF THE PAUL S. SARBANES COASTAL ECOLOGY CENTER FACILITY AND GROUNDS.

I ALSO HAVE READ AND UNDERSTAND THE PAUL S. SARBANES COASTAL ECOLOGY CENTER FACILITY RESERVATION GUIDELINES AND GENERAL USE POLICIES.

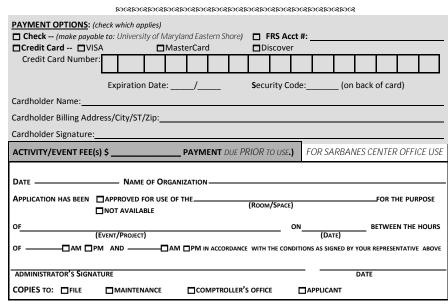
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DIRECTIONS:

- 1. THE SARBANES CENTER FACILITY REQUEST FORM MUST BE SUBMITTED AT LEAST 14 BUSINESS DAYS PRIOR TO EVENT.
- 2. CANCELLATION OF THE EVENT MUST BE SUBMITTED 3 BUSINESS DAYS PRIOR TO EVENT.
- 3. SUBMISSION OF THE SARBANES CENTER FACILITY REQUEST FORM DOES NOT GUARANTEE SPACE AVAILABILITY.
- 4. APPLICANT WILL RECEIVE NOTIFICATION OF APPROVAL/NON-APPROVAL VIA E-MAIL, FAX, OR PHONE.
- 5. RETURN COMPLETED FACILITY REQUEST FORM TO EMAIL: SARBANESCEC@UMES.EDU; FAX: 410-629-1095 OR MAIL: 11802 MARSH VIEW LANE, BERLIN, MD 21811.

FEES AND SERVICE CHARGES

- THERE IS A CHARGE OF \$50.00 PER EVENT THE FIRST THREE (3) HOURS OCCURRING AFTER 5 P.M., MONDAY THROUGH FRIDAY AND 8 A.M. SATURDAY AND SUNDAY.
- AN ADDITIONAL CHARGE OF \$15.00 PER HOUR IS APPLIED AFTER THE INITIAL 3 HOURS.
- ADDITIONAL CHARGES MAY APPLY FOR ANY DAMAGES AND/OR IF EXTRA CLEAN-UP IS REQUIRED. THE GROUP CONTACT PERSON WILL RECEIVE E-MAIL NOTIFICATION OF ADDITIONAL AMOUNT(S) BEING CHARGED WITH THE EXPECTED REMITTANCE DATE.



FEES AND SERVICES CHARGES

- 1. There is a charge of **\$50.00 per event** for the first **three (3) hours** occurring after 5 p.m. Monday through Friday and 8 a.m. Saturday and Sunday.
- 2. An additional charge of **\$15.00 per hour** is applied after the initial 3 hours .
- 3. Audio-visual equipment charges:
 - \$10 -- Sound System with Microphone
 - \$10 -- Television/ DVD/VCR
 - \$25 -- LCD Projector
 - \$5 -- Per Panel/Room Divider
- 4. Penalty charges:
 - Additional \$50 for use of facility without approved facility request form
 - Additional \$20 for use of equipment without approved facility request form
 - Additional \$50 for use of facility without designated University personnel on site or prior approval for event without University oversight.
- Additional charges may apply for any damages and/or if extra clean-up is required. The event contact person will receive email/fax notification of additional amount(s) being charged with the expected remittance date.
- 6. Payments should be made payable to the "University of Maryland Eastern Shore".

FACILITY RULES

- 1. Non-UMES students must sign in and out and include the date and time of arrival and departure.
- 2. Label all food and drinks that will be stored in the refrigerator.
- 3. Be sure to clean up and properly remove and dispose of food and trash from the facility.
- 4. There must be one adult assigned to every 7 children. (If there are 30 children you will need to have at least 4 adults to accompany them.)
- 5. FOOD AND DRINKS ARE PROHIBITED IN THE LAB ROOMS!
- 6. Please keep your shoes on at ALL times!
- Please do not use the facility without an administrator/ designated staff present, unless given approval prior to your function, or a penalty will be charged.



University of Maryland Eastern Shore Paul S. Sarbanes Coastal Ecology Center (Sarbanes Center)

FACILITY REQUEST FORM

11802 Marsh View Lane Berlin MD, 21811 Phone: 410-651-8697 Fax: 410-629-1095 Email: sarbanescec@umes.edu Website: www.umes.edu/psscec