Facility Space and Reservation Form
University of Maryland Eastern Shore
Princess Anne, Maryland 21853-1299

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 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

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

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

EQUIPMENT REQUEST

Table(s) Amt:
Chair(s) Amt:
Microphone(s) Amt:
Portable Projector
TV/VCR
LCD Projector/screen
Sound Equipment (Speakers)
Stage
Sports Equipment
Grill

Other:

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 $

Individuals MUST Provide own Laptop for Presentations!

All organizations using University facilities agree to abide by all University and State policies and procedures. The requesting organization accepts responsibility for all damage to University property or loss including theft, with regards to facility 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.