



## MAJOR EVENT REQUEST FOR SERVICES FORM

### Instructions:

Please read the information below. Then fill out all applicable spaces on the reverse side of this form and retain a copy for your records.

### Definitions:

**Major Event:** An event that requires services from more than one University department and is likely to involve more than 40 off-campus participants.

**Non-Affiliated Event:** An event that has no formal relationship with a University of Maryland program and is seeking permission to use facilities (e.g. programs by religious and cultural societies, athletic clubs, concert and/or trade show promoters and public interest groups).

**University of Maryland Sponsored Event:** An event that is sponsored by a department of the University, and that involves activities in support of the sponsoring department's mission (e.g. for research and/or continuing professional education). Sponsored events are events of the sponsoring department. Fees must be paid from the sponsoring department's KFS account in order to receive departmental rates (see below for more information).

An Event is a Sponsored Event if:

- The sponsoring department supports, agrees with, and endorses the subject matter of the event.
- The event is consistent with and supportive of the sponsoring department's mission.
- The sponsoring department accepts responsibility for how the content and quality of the event's reputation, programs, and writings, may adversely affect the University of Maryland.
- The sponsoring department is willing to be responsible for the event's financial impact on the institution and accepts that there may be financial risk associated with sponsoring the event.
- The sponsoring department plays a significant role in organizing and leading implementation of the event.
- The sponsoring department's faculty, staff, and/or students attend, present, and in general, benefit educationally and/or professionally from the content of event.

An event that does not meet the above criteria is generally held to be a University of Maryland Hosted Event.

**University of Maryland Hosted Event:** An event by a department that assumes responsibility for it, when the event has no direct affiliation with the University of Maryland (e.g. when a department "hosts" an association conference). Hosted events are expected to be self-supporting and fees must be paid in advance from non-university sources, at non-departmental rates (or host rates, wherever they apply). The host department accepts responsibility for addressing shortfalls, if non-university funding sources are insufficient to cover all costs.

**Reimbursable Services:** Services that have costs associated with their use. This can include labor, equipment and facilities. Some reimbursable services are not optional, as they are necessary to ensure the safety of participants and/or to ensure that the proposed event does not interfere with the normal functions of the University. All events require services that are costs to the University. Such costs must be reimbursed to service-providing departments at rates set by those departments. Services typically include, and are not limited to:

- Rental of facilities and equipment (tables, chairs, stages)
- Building and Landscape Services (housekeeping, bathrooms, grounds services, and cleanup)
- Electrical/technical (sound, lighting, building systems)
- Parking and transportation (arrangements for cars and busses)
- Food Services (concessions, catering)
- Public Safety (traffic management, security, building access, crowd control)
- Environmental Safety (inspection and oversight, fire safety, hazmats)
- Conferences and Visitor Services (planning, supervision, coordination, contracts, signs)

**University Overhead (e.g. administrative fees):** The indirect operating costs that cannot be associated with a specific service or facility. This will vary, depending on the nature and needs of the event.

All events must be insured to limits satisfactory to the University and must pay estimated fees in advance of the event. Services such as those related to security, food, concessionaires and maintenance of University buildings, grounds and equipment can only be provided by University departments.

Once completed, please send this form to:

Joseph Criscuoli  
Conferences & Visitor Services  
University of Maryland  
4321 Hartwick Road, Suite 500  
College Park, Maryland 20742

Questions? Please Contact Us:

Email: [umdconf@umd.edu](mailto:umdconf@umd.edu)  
Phone: 301.314.7884  
Fax: 301.314.6693



**2015**  
Most Easily Accessible Venue

**2016**  
Best Venue for Youth/Sports  
Groups  
&  
Best Suburban/Rural Venue



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Submission of this form does not constitute a reservation to hold an event or schedule a facility. Upon submission, the person proposing the event will be contacted within four business days to discuss location, services, reimbursable fees, liability, and other relevant information. If the event can take place, a contract for services will be prepared. Reservations will not be guaranteed until the contract has been signed by both parties, and deposits are received. Event reservation requests that are received fewer than sixty days in advance of the event will require that full payment accompany the signed contract.

Name of Proposed Event: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired Start Date(s): \_\_\_\_\_

Alternate Start Date(s) \_\_\_\_\_

Desired End Date(s): \_\_\_\_\_

Alternate End Date(s): \_\_\_\_\_

Anticipated Total Attendance: \_\_\_\_\_

*Participants are:*

\_\_\_% Adults \_\_\_% College-Aged \_\_\_% High School \_\_\_% Youth

\_\_\_% Families \_\_\_% Professionals \_\_\_% Academics

Preferred Primary Location(s)/Venue(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Needs:

- On-Line Registration Services and Collection of Registration Fees
- On-Campus Guest Lodging (Summer Only) for \_\_\_\_\_ persons for \_\_\_\_\_ nights
- Hotel Lodging for \_\_\_\_\_ persons for \_\_\_\_\_ nights
- Dining Hall Meals
- Catering
- Break-Out Rooms - # \_\_\_\_\_ Capacities: \_\_\_\_\_
- Audio-Visual Equipment
- Charter Transportation
- Recreation for \_\_\_\_\_ persons for \_\_\_\_\_ days
- Parking for \_\_\_\_\_ vehicles for \_\_\_\_\_ days
- Parking for \_\_\_\_\_ buses for \_\_\_\_\_ days

Person Proposing Event:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Note: A University of Maryland Sponsored Event must have authorization from a vice-president, dean, or director, and provide a valid KFS account number to cover payment of all reimbursable services.

If the proposed event is a University of Maryland Hosted Event, the host department must agree to accept responsibility for all aspects of the event, have authorization from a vice-president, dean, or director, and provide a valid KFS account number should fees, grants, or other non-university sources of funds be insufficient.

A Non-Affiliated Event does not require a sponsoring/ hosting department; provided that all costs can be identified and paid in advance of the event or related terms are negotiated and agreed to in writing.

**This event is a (see definitions on reverse):**

- Non-Affiliated Event
- Sponsored/Hosted Event

Sponsoring/Hosting Department: \_\_\_\_\_

Department Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

KFS #: \_\_\_\_\_

Account Name: \_\_\_\_\_

Authorization: \_\_\_\_\_

Signature of Vice-President, Dean, or Director:

Title: \_\_\_\_\_

(Type or print name of person authorizing)

Date: \_\_\_\_\_

**Once completed, please send this form to:**

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University of Maryland  
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