



# CONFERENCES & VISITOR SERVICES

## Visitor Center Auditorium - Rental Guidelines

Conferences & Visitor Services is pleased to offer the Visitor Center Auditorium for special meetings and events. The guidelines listed below will help in the planning of your event.

### Event Reservations

Conferences & Visitor Services will consider reservations that do not conflict with previously scheduled events.

Please complete and submit the attached event proposal form at least 7 working days before the date of the proposed event.

Reservations will only be made for the current academic semester. Reservations for future academic semesters will be only taken during that time period.

Conferences & Visitor Services will contact you regarding the approval of your reservation and return the reservation form with approval.

Only reservations that are university-sponsored for university-related business are permitted.

### Usage Fees

The charge for using the auditorium is \$50.00 per hour between the hours of 8:00 a.m. and 5:00 p.m. on weekdays and \$65.00 per hour after 5:00 p.m. on weekdays. The weekend rate is \$65.00 per hour. Fees are charged for the entire period of use, including set-up and clean-up.

### Food and Drink

Typically, food or drink is allowed. The University of Maryland Department of Dining Services is the sole provider for food services within the facility.

### Electronic Equipment

If the host group is not knowledgeable about the auditorium equipment, then please contact the Visitor Center at least one day prior to your event. All equipment must be returned to its previous settings after the event or meeting is complete.

### Property and Damages

The auditorium and all items inside must be returned to their original state after the event. Possible charges will be assessed for damages or disregard for the room.

### Cancellations

Notification of cancellation must take place at least two (2) days prior to the meeting or event. No refunds will be given.





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## Visitor Center Auditorium - Reservation Form

### Event Information:

Event Contact: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Sponsoring Department: \_\_\_\_\_

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Rental Time: Start: \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m. End: \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m.

Describe the Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ (Please Note: Auditorium style, the room seats 50 people comfortably)

Will food be served?  YES  NO (Only food ordered through dining services can be served in Auditorium)

Contact on Day of Event (person using auditorium): \_\_\_\_\_ Ext. \_\_\_\_\_

### Equipment:

Do you plan on using Audiovisual equipment?  YES  NO

If yes:  Projector  Computer  Audio  VCR  Screen

Note: Usage fees are \$50.00 per hour between the hours of 8:00 a.m. and 5:00 p.m. on weekdays and \$65.00 per hour after 5:00 p.m. on weekdays. The weekend rate is \$65.00 per hour. Fees are charged for the entire period of use, including set-up and clean-up. The renter is responsible for resetting the room to auditorium style.

### Payment:

KFS Number: \_\_\_\_\_

Credit Card: (MC or VISA) # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Account: \_\_\_\_\_ Signature: \_\_\_\_\_

To make this reservation request, please submit this completed form to:

**Visitor Center Reservations**  
1118 Turner Hall  
Fax: 301-314-6693  
E-Mail: [VisitorCenter@umd.edu](mailto:VisitorCenter@umd.edu)

Submitted to Business Manager: \_\_\_\_\_ Total Charge: \_\_\_\_\_