



This form must be completed and submitted to:
 Office of Student Services
 9630 Gudelsky Drive
 Rockville, MD 20850
 Phone (301) 738 - 6023 Fax (301) 738 - 6070

**Student Organization
 Room/Table Reservation Form**

Rooms/Tables are available on a space available basis only. Incomplete forms will not be processed.

Event Information _____ Date Submitted _____

Applicant Name _____ Email Address _____

Event Date(s) _____ Phone _____

Organization _____

Space Desired: Classroom _____ Auditorium _____ Multi Purpose Room _____ Other _____
 Table _____ Circle Preferred Location: SG I Lobby SG II Lobby SG II Café

Title/Description of Event _____

Actual Event Time _____ to _____ Hours Reserved _____ to _____

Expected Attendance: _____ Event is Open to: Members Only _____ USG Community _____ Public _____

Admission Charge: No _____ Yes _____ * When admission is charged, rental fees may apply

Special Requirements

Circle: Easel TV/VCR/DVD Overhead Projector Microphone Other _____

Will there be amplified sound? No _____ Yes _____

Will there be alcohol? No _____ Yes _____

* The use of alcohol on Center property is prohibited unless specially approved by the Office of Student Services.

Rental Fees

In certain instances rental fees for space and/or equipment may apply. In all cases, the financially responsible party is assumed to be the sponsoring group. If a third party has agreed to contribute towards the cost, sponsoring group must submit any billing information to the third party to ensure that the bill is paid on time. Any unpaid balance will be the responsibility of the sponsoring group. Late or incomplete payment will result in a loss of reservation privileges.

() I understand that rental fees may apply, or that in the event of any damage to Center property, additional charges may also apply. Furthermore, I understand that when rental fees apply, I must complete a contract with Conference & Event Services. **Initial** _____

Estimated Rental Fee (Applies to primarily to MPR space.) \$ _____ (To be completed by CES)

Agreement

The sponsoring group is financially responsible for all charges for services or damages to facilities or equipment. Permission to use the space on the date and time indicated herein is granted based on information provided. Any changes must be communicated to the Office of Student Services to maintain the reservation. Final signature by the applicant indicates the willingness to abide by all federal, state, and local laws and regulations of the Universities at Shady Grove. The Office of Student Services reserves the right to immediately terminate the privileges for use of facilities of any individual and/or group which refuses to comply with our regulations, or which permits conduct considered detrimental to the Universities at Shady Grove. The Office of Conference & Events, which works with the Office of Student Services to allocate space for student organizations, reserves the right to change space assignments as necessary.

 Signature of Applicant Date

 Office of Student Services Date

Rental is approved once signed by Office of Student Services Staff.

Office Use Only: Ready for Review _____
Space/Room Request <i>OSS Initial</i>
() Approved – Room: _____
() Denied – Reason: _____
Special Requirements
() Approved () Denied
Rental Fees Info
() Approved () Denied