



Wiseman Student Centre & Conference Services Non-University

Affiliation

State Institution. Bowie State University is the oldest historically black college/university in Maryland and District of Columbia areas and one of the oldest in the Nation. It is a co-educational, publicly funded regional comprehensive university.

Location

Bowie State University is centrally located 20 miles from Washington, D. C., Baltimore and Annapolis, Maryland. Baltimore/Washington International Airport and Amtrak services the University. Bowie's 338.5-acre campus is situated on gently rolling wooded land in suburban Maryland countryside, with quick access to some of the liveliest and exciting metropolitan areas on the East Coast.

Classroom Availability

Limited during academic semesters.

Lodging Availability

June 1 through August 1. Lodging accommodations for air-conditioned and non air-conditioned spaces.

Meeting Facilities

Auditorium space for 999, lecture halls ranging from 80 -250 seating, and a Multipurpose Room for 175.

The University Student Centre & Conference Service staff provides quality services for a large variety of events such as:

- Banquets and Parties
- Church Retreats
- Computer Shows
- Summer Camps
- Job Fairs
- Music Concerts and Recitals
- Nat'l & Regional Dance & Talent Competitions
- Regional & Local Test Site
- Conferences, Workshops, Lectures & Seminars

Revised 1/11



**FACILITY AND SPACE REQUEST FORM
COMMUNITY ORGANIZATIONS/
INDIVIDUAL PROCEDURES**

1. Contact the Scheduling Office at 301-860-3817 to determine availability of the facility, date, and time desired or come visit us at 14000 Jericho Park Road, J. Alexander Wiseman Centre, Room 111, Bowie, MD.
2. Complete **ALL** blanks on the Community Groups Space Request Form.
 - a. Space requested should state the building and the room numbers.
 - b. Describe **IN DETAIL** the type of program and also include if invited guest(s) are VIP's (ex: dignitaries, government officials, well known speakers, artist, etc.)
3. Please list street address; Post Office boxes are accepted **ONLY** when physical street addresses are unavailable.
4. Organizations or individuals renting the University's facilities are required to:
 - a. Show proof of insurance by presenting to the Wiseman Student Centre an insurance certificate with the minimum coverage of \$2,000,000 in bodily injury and a minimum of \$2,000,000 coverage for property loss.
 - b. The policy must also carry the name of the University as co-insured.
 - c. This certificate is mandatory by the state; (**NO EXCEPTIONS**).
5. Requested Services:
 - a. **Media Services:** List the specific audio-visual equipment needed and how many of each item on the Space Request Form (Example: microphone, TV/VCR, Overhead Projector, etc.
 - b. **Housing Facilities:** Groups needing housing accommodations during an event, must complete a Housing Service Request Form. The completed housing form must be received with the Space Request Form. Housing is available during the summer only (June – 1st weekend in August). Bowie State University does not provide linen or personal items.
6. Applicants must complete all application information and sign the form. If the form is not complete, it will not be accepted. All incomplete forms received will be returned.
7. The completed form must be received in the Wiseman Student Centre (WSC) Office thirty (30) days prior to the event.
8. All costs associated with an activity must be paid according to the contractual agreement.
9. **THE COMPLETION OF THE SPACE REQUEST FORM IS NOT A BINDING AGREEMENT. IN THE EVENT YOUR APPLICATION IS APPROVED, A CONTRACTUAL AGREEMENT WILL BE PREPARED.**

10. Bowie State University reserves the right to immediately terminate the privilege of use of facilities to any individual group and/or organization who refuses to comply with University rules and regulations.
11. The WSC reserves the right to change meeting rooms based on the number of guests listed on the space request form. If a group is requested to change their room location, we will find another area that is comparable to the group's size and needs.
12. All forms are received on a first come first serve basis and are date and time stamped by the WSC Office.
13. Misrepresentation of the type of event or failure to fully disclose pertinent details regarding the event may result in additional charges or denial of facility use.
14. Facility rental and operating costs will apply to all rehearsals (including dress rehearsals) and practices.
15. Table space for vendors is available year round in the WSC only at a rate of \$50.00 per day per table. Vendor costs are higher during special events. A table and two chairs are provided on regular days however, **tables and chairs are not provided for special events (e.g. Homecoming, etc.)**
16. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.)
17. The BSU Police Department Coordinator of Special Events will determine the need for security and police personnel.
18. The need for service charges will be determined by the type of event. The fees indicated in this document reflect average cost per hour if services are provided.
19. **All cancellations of scheduled events must be in writing** (fax, e-mail, mail or hand-delivered) to avoid charges.
20. The University **does not allow credit card vendors** or distribution of credit card information on campus.
21. The University **does not allow cellular phone vendors** on campus.
22. **The University does not allow soliciting on campus** without prior approval from the Wiseman Student Centre.
23. The University **does not allow the sell of CD's or DVD's** on campus.
24. Form of payments: cash, checks, credit cards, money orders and cashier's check.



COMMUNITY GROUPS SPACE REQUEST FORM

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

STREET: _____

CITY: _____ STATE: _____ ZIPCODE: _____

CONTACT PERSON: _____ TITLE: _____

WORK: _____ HOME: _____ FAX: _____

OTHER: _____ EMAIL ADDRESS: _____

REQUESTED SPACE: _____

DATE(s)	EVENT START TIME(s)	EVENT END TIME(s)	HRS RESERVED FROM (Include Time for Setup)	HRS RESERVED TO (Include Time Required for Breakdown)

TYPE OF PROGRAM: _____

(CONFERENCE, MEETING, DANCE, SOCIAL, ATHLETIC EVENT, ETC.)

PLEASE GIVE COMPLETE DETAILS ON PROGRAM: _____

Misrepresentation of the type of event or failure to fully disclose pertinent details regarding the event may result in additional charges or denial of facility use.

Are you inviting any VIP's (Dignitaries, Political and University officials, Public Relations, Media, Popular Speakers, etc.) to your event?

Yes No If yes, give names and titles _____

Will you have vendors at this event? Yes No If yes, list if they will be selling or doing give-a-ways _____

ESTIMATED ATTENDANCE: _____ AN ADMISSION FEE OF \$ _____ WILL BE CHARGED FOR THIS EVENT.

PROGRAM IS OPEN TO: RESERVED GROUPS AND GUEST ONLY _____ STAFF/FACULTY _____ STUDENTS _____ PUBLIC _____

FOOD SERVICES Yes No

MEDIA SERVICES Yes No

HOUSING FACILITY Yes No

TYPE OF SETUP: _____

(CONFERENCE, THEATER, U-SHAPE, ETC.) DIAGRAM ATTACHED: Yes No

ITEMIZED EQUIPMENT NEEDS: _____

INSURANCE CERTIFICATE ATTACHED: Yes No (INSURANCE CERTIFICATE IS **MANDATORY**) If no, then you must send it by the date listed on your contract that will be mailed.

SIGNATURE OF APPLICANT: _____ DATE: _____

FORMS RECEIVED LESS THAN THIRTY (30) DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED.

BOWIE STATE UNIVERSITY RESERVES THE RIGHT TO IMMEDIATELY TERMINATE THE PRIVILEGE OF USE OF FACILITIES OF ANY INDIVIDUAL GROUP AND/OR ORGANIZATION WHO REFUSES TO COMPLY WITH UNIVERSITY RULES & REGULATIONS.

FOR OFFICE USE ONLY

FACILITY MANAGER

DATE

PUBLIC SAFETY

DATE

WISEMAN CENTRE

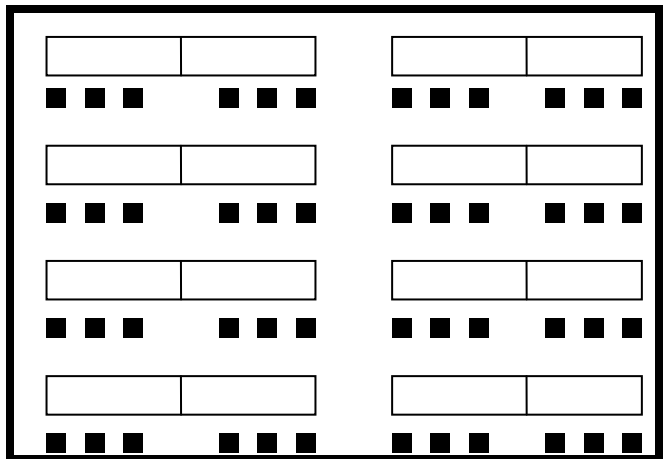
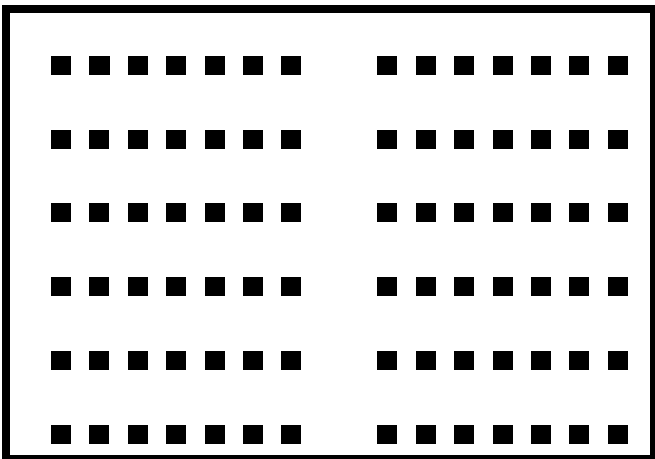
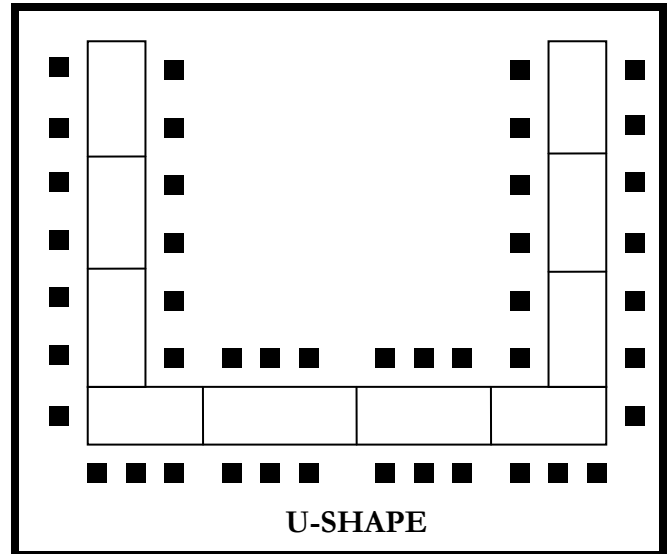
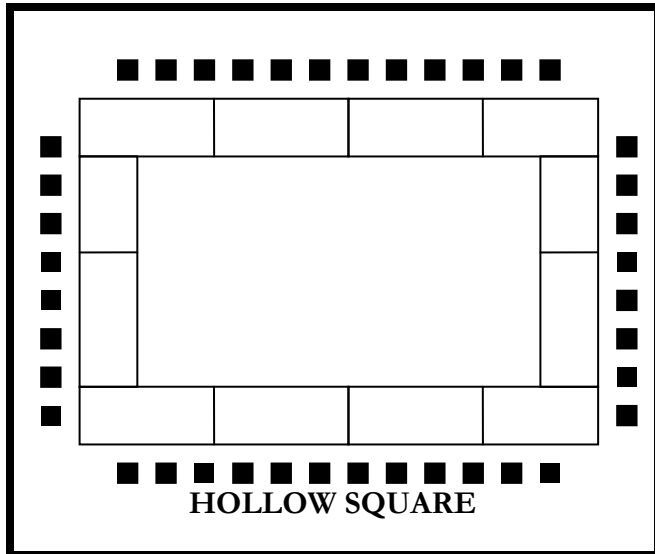
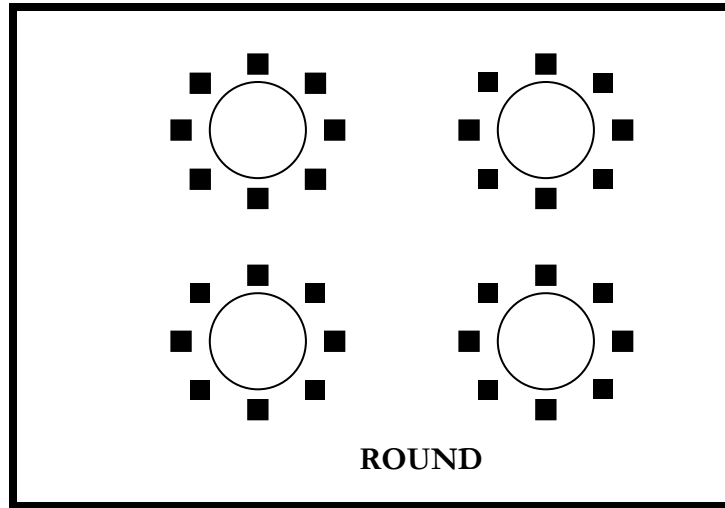
DATE

SCHEDULING MANAGER

DATE

FOR MORE INFORMATION, PLEASE CALL: (301) 860-3810/3817

SUGGESTED ROOM SET-UPS





Campus Yard Signs Rules and Regulations

- You can post signs on the backside of the pond area across from the stop sign.
 - You can post signs on the second center island on Loop Road near Goodloe Apartments.
 - You can post signs at the end of Loop Road near the Maintenance Building.
 - You can post signs on Loop Road.
 - Signs can't be placed between the entranceway of Rte. 197 and the stop sign facing the pond.
 - Signs can't be placed in the front or the side of the pond circle area.
 - Signs can't be attached to fences, gates or property/University signs.
 - Signs can't be placed on any flowerbeds, trees, lights or poles.
 - Signs can't be placed on any parking lot median.
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- All signs must be at least seventy-five feet (25 yards) away from all intersections.
 - All signs must be two feet away from all roadways and sidewalks where applicable.
 - Signs can be posted two weeks prior to your event.
 - The group must remove all signs from all areas immediately following the end of the event.
 - If the sign is an approved message, then the sign can be posted for two weeks.
 - You can't post signs in any other areas besides the areas listed above.



Policy on Insurance Required for Use of Facilities

The request to present a \$2,000,000.00 proof of insurance is standard for all **BSU events**. In some cases you might be requested to provide additional coverage. You will be required to present the following information for all events: a detailed description of your event, type of professionals involved, a list of all equipment being used, location of all equipment, and load in time and breakdown time.

Groups or individuals renting University facilities are required to:

1. **Show proof of insurance by presenting to the Wiseman Student Centre Office an insurance certificate with minimum coverage of \$2,000,000.00 in bodily injury and a minimum of \$2,000,000.00 coverage for property loss.**
2. **The policy must also carry the name of the University as additional insured.**

Maryland state agencies covered by the State of Maryland's liability protection must obtain a statement from the State's Risk Manager verifying that the specific agency is covered by the State's policy.

Prince George's County agencies covered by the County's liability protection must obtain a statement from the County's Risk Manager verifying that the specific agency is covered by the County's policy.

University personnel requesting to use University facilities for personal use must obtain insurance coverage as stated in number one above.

There will be no exception to this policy.



FOOD SERVICE

The BSU contractor is the primary food service provider for the University and fulfills all food requests on the campus. BSU's food service department can prepare meals from continental breakfast to theme meals. You must contact them directly to make your food arrangements (301) 860-3805.

Bowie State University has **first right of refusal** to supply any food or snack items on campus. Outside food is not allowed on campus.

ROOM CAPACITY AND SET UP OPTIONS

J. Alexander Wiseman Student Centre

Space	Set-Up	Capacity	With Head Table Food Tables or Dance Area	Rate
Room 102	Roundtables	195	150	\$350 – four hours
	U-Shape	35	70	
	Hollow Square	40	70	
	Theater Style	300	275	
	Reception*	416	-----	

Space	Set-Up	Capacity	With Head Table	Rate
Room 107	Roundtables	48	32	\$25 per hour
	U-Shape	25	-----	
	Theater Style	60	50	
	Reception*	75	-----	
	Classroom Style	30	25	
	Conference Style	30	-----	
Room 123/125	Roundtables	48	48	\$25 per hour
	U-Shape	25	-----	
	Hollow Square	25	-----	
	Theater Style	60	50	
	Reception*	75	-----	
	Classroom Style	30	30	
	Conference Style	25	-----	

***For Reception Style there are no tables or chairs in the room.**

- Multipurpose Room 102 = 53' Wide X 55' Long, 2,915 square feet
- Room 107 = 19' Wide X 36' Long, 684 square feet
- Room 123/125 – 21' Wide X 36', Long 756 square feet

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Operating Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person

The Wiseman Student Centre provides tables and chairs for this facility only. The group may be responsible for providing additional tables and chairs; depending on the amount of activities being held.



ROOM CAPACITY AND SET UP OPTIONS

Summer Conference Rate Campus Only

Summer Conference Rates (Camps Only)

\$10 per person, per day

This rate does not include operating costs for special events during camp dates (parties, special guest, receptions, etc.)

Operating Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person

Note: All operating costs have a minimum 4-hour charge. Cost will be determined by Wiseman Student Centre Staff and will be charged when appropriate. The type of event will determine the number and/or type of staff required.

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE



ROOM CAPACITY AND SET UP OPTIONS

Martin Luther King Communication Arts Center

Space	Set-Up	Capacity	Rate
Myers Auditorium	Preset in Theater Style	999	\$750 per day plus
Lecture Hall 102	Preset in Theater Style	137	\$25 per hour or \$100 per day
Lecture Hall 101		86	
Classrooms	Theater Style*	15-30	\$15 per hour or \$55 per day (if 4 hrs. or more)

*Chair with desk attached.

Operating Costs

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person
Technician	\$30 per hour, per person

Note: All operating costs have a minimum 4-hour charge. These costs are in addition to the facility rental cost. The type of event will determine the number and/or type of staff required.

Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.)

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ROOM CAPACITY AND SET UP OPTIONS

Thurgood Marshall Library

Space	Set-Up	Capacity	Rate
Library Conference Room	Preset in U-Shape. Additional seating around the perimeter of the walls can be requested.	35	\$25 per hour
Library Auditorium	Preset in Theater Style	147	\$25 per hour

Crawford Science Building

Space	Set-Up	Capacity	Rate
Classroom	Preset in Theater Style*	30	\$15 per hour or \$55 per day (if 4 hrs. or more)

*Chair with desk attached. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.)

Operating Costs

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person

Note: All operating costs have a minimum 4-hour charge. These fees are in addition to the facility rental cost. The type of event will determine the number and/or type of staff required.

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ROOM CAPACITY AND SET UP OPTIONS

Leonadis James
Physical Education Complex

Space	Set-Up	Capacity	Rate
Classroom	Theater Style*	30	\$25 per hour
Basketball Arena	Bleachers**	2,200	\$120 per hour
With Stage & Bleachers Only		2,000	
Track & Practice Field			\$120 per hour

*Chair with desk attached. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.).

**If space is not being reserve for a basketball activity, the group must provide a floor covering. Floor cover must be 90' x 170'. Covering must be a low knap with all-weather unitary backing that is professionally installed.

Service Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person

Note: All operating costs have a minimum 4-hour charge. Cost will be determined by Wiseman Student Centre Staff and will be charged when appropriate. These fees are in addition to the facility rental cost. The type of event will determine the number and/or type of staff required.

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**Bleacher seating is provided in the gym, you must provide your own tables and chairs for all the above areas except classrooms.



ROOM CAPACITY AND SET UP OPTIONS

Center for Learning and Technology

Space	Set-Up	Capacity	Rate
CLT 102	Preset in Theater Style	250	\$350/four hours
CLT 117		124	
Classrooms	Preset in Classroom Style*	20-30	\$25 per hour

*Chair with desk attached. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.)

Operating Costs

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$24 per hour, per person
Maintenance	\$41 per hour, per person

Note: All operating costs have a minimum 4-hour charge. Cost will be determined by Wiseman Student Centre Staff and will be charged when appropriate. These fees are in addition to the facility rental cost. The type of event will determine the number and/or type of staff required.

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