

CAMPUS SPACE REQUEST FORM PROCESS

Attached is the information that will guide you to reserve space on campus. University personnel requesting to use University facilities for personal reasons must fill out the Community Groups Space Request Form.

Required signatures for **all student functions**:

- 1) Advisor
- 2) Student Government Association
- 3) Director of Student Life
- 4) If Applicable (Classroom, Grounds, etc.)

Required signatures for **all department functions**:

- 1) Department Head
- 2) If Applicable (Classroom, Grounds, etc.)

Space Request Forms with all required signatures are due in the Wiseman Student Centre Office five (5) business days prior to the date of the function. The five (5) business days does not include the day that the form is received or the day of the event. Please plan accordingly, there will be no exceptions. Completed Space Request Forms should be taken to the Wiseman Student Centre, Room 111 for final processing.

Space Request Forms for parties, dances, concerts or similar events are due in the Wiseman Student Centre office *with all required signatures ten (10) business days prior to the date of the function.* The 10 business days, does not include the day that the form is received or the day of the event. **No loud noises (music, bands, DJs, etc.) before 3:00 p.m. Monday through Friday.**

The Wiseman Student Center reserves the right to change meeting rooms. If a group is requested to change rooms, we will find another area that is comparable to the group's size needs.

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.

Sponsorships are not encouraged, however if this event is a sponsored event, you must have the signature of your department Vice President. (See Attached Insurance Information.)

The request to present a \$2,000,000.00 proof of insurance is standard for all BSU sponsored 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, load in time and breakdown time.

Request for Tables and Chairs:

If tables and/or chairs are needed for your event and the request is not made on the space request form, these items will not be provided. If you request tables and/or chairs on the space request form, the Scheduling Office will make the arrangements with ABM Services, Inc. If ABM Services informs the Scheduling Office that your request cannot be filled, then the Scheduling Office will notify you. You will be responsible for making arrangements (contacting, delivery, set-up, breakdown, and pick up) and payment with an outside company to provide your group with tables and chairs.

The Wiseman Student Centre provides tables and chairs for setups in the Student Centre **ONLY**. If your event requires more tables and/or chairs than what the Centre can provide, you will be notified. You will be responsible for making arrangements (contacting, delivery, set-up, breakdown, and pick up) and payment with an outside company to provide your group with tables and chairs.

Cancellation Policy: See Attached Information

Policy on Insurance Required for Use of Facilities

SGA registered clubs, organizations and departments who are sponsoring an event must request an insurance certificate from all service providers. This includes DJs, promotions, vendors, photographers and the like. These individuals providing services on 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.



THE WISEMAN STUDENT CENTRE
HOURS OF OPERATION
Main Office
Monday through Friday 8AM to 5PM

Game Room
Monday through Friday 8AM to 12AM
Saturday 9AM to 12AM
Sunday 10AM to 9PM

The Wiseman Student Centre Inclement Weather Emergency Plan:

If the university is closed the Wiseman Student Centre (WSC) opens at 12:00 pm and closes at 7:00 pm and all other University areas will remain closed. If the University is on delay time the WSC and all other areas would open at that specified time. If the University closes early the WSC remains open until 10:00 p.m. and all other areas will be closed.

CANCELLATION POLICY

Operating cost involved

Cancellation of an event that has operating costs must be received in writing in the scheduling office 48 hours prior to your event. If written notice is not received, you will be charged all applied operating cost if applicable.

No operating cost involved

Cancellation of an event that does not involve operating costs must be received in writing in the scheduling office 24 hours prior to your event. If written notice is not received, it may affect future reservation privileges.

SPACE REQUEST FORM REQUIRED SIGNATURES

FACILITY & DEPARTMENT	PRIMARY	ALTERNATE
ALL Classrooms	Scheduling Office, WSC Room 115	
Grounds	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Special Collections (Library) Library Conference Room	Charrease Berry-23849 Thurgood Marshall Library Main Office 2 nd Floor	Cynthia Coleman – 23854 Thurgood Marshall Library Main Office 2 nd Floor
MLK Music Rooms 143 & 145	Adolph Wright-23762 Martin Luther King-Room 281	
Christa McAuliffe Hall	Greta Bibbs -301-352-1602 (9a-5p) Coreea McCoppin-301-352-1608	
Haley Hall	Antonettisha Baker -24293	
Holmes Hall	Mark Guthrie -24270	
Kennard Hall	Stephanie Randall -25951	
Towers Hall	Nevia Williams -24275	
Tubman Hall	Latoya Walters -24295	
Promenade West (Behind the Wiseman)	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Promenade East (Behind Tubman)	Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
Rathskeller, Auxiliary Dining Room, Cafeteria	Thompson Hospitality/Catering WSC – Gold Room-x23805	
Fraternity & Sorority Plots	Anne Valentine – x23837 WSC – Room 138 Dr. Jackson-Palmer-24188 Maintenance – Room 0101	
James Gym	Arlene Creek -23588 James Gym – Room 108	
McKeldin Gym	Shawn Lamb -23812 Wiseman -Room 131	
All Residence Hall Events	Gladys -Watson-25000 Haley Hall, Room 160	
All Sponsored Events	Department Vice President	



CAMPUS SPACE REQUEST FORM

Date of Application

Set-Up Time

Event Start Time

Building & Room Requested

Date of Event

Breakdown Time

Event End Time

\$ _____
Admission Fee

Estimated Attendance

No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday for outside events.

Type of Event: _____

Organization: _____

Will you have a Band or DJ? Yes No
If yes, list name _____

Advisor/Rep Signature: _____
(Advisor must be present during entire event.)

Contact Person

Email Address

Advisors Contact Information:

Work: _____

Fax: _____

Other: _____

Contact Number

Program is open to:

- Reserving Group & Guest Only
- Faculty/Staff
- BSU Students Only
- Public

Room & Stage Set-up and/or Equipment:

Audio Visual (**Contact Media Operation (x23905) for ALL facilities except WSC**)

- Food (**First right of refusal**)
- Housing

Is this a sponsorship program?* Yes No
If yes, what's the sponsorship company or group name: _____

Are you inviting dignitaries and/or VIP's (Governor, President from other Universities, Mayor, popular speakers, etc.) to your event?
Yes No If yes, give names and titles _____

All changes associated with the above-mentioned rental will be automatically charged to your account. Additional costs could include damages and subsequent requests for additional services relating to the above-mentioned rental.

Please contact the Wiseman Student Centre if you are not sure whether your guests fall into the categories above.

Order of Signatures:

Scheduling Office

Date

Student Government Association, WSC-137
(Student Groups ONLY)

Date

Assistant Director of Student Life, WSC-137
(Student Groups ONLY)

Date

If Applicable (See Required Signature Page)

Date

If Applicable (Department Vice President)*

Date



CAMPUS PARTY FORM

Date of Application

Set-Up Time

Event Start Time

Building & Room Requested

Date of Event

Breakdown Time

Event End Time

\$ _____
Admission Fee

Estimated Attendance

No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday for outside events.

Organization: _____

Chair/Dept. Head: _____

Advisor Name: _____

Advisor Signature: _____
(Advisor must be present during entire event.)

Contact Person

Email Address

Advisors Contact Information:

Work: _____

Fax: _____

Other: _____

Contact Number

Program is open to:

- Reserving Group & Guest Only
- Faculty/Staff
- BSU Students Only
- Public

Room & Stage Set-up and/or Equipment:

Audio Visual (**Contact Media Operation (x23905) for ALL facilities except WSC**)

Food (**First right of refusal**)

Are you inviting dignitaries and/or VIP's (Governor, President from other Universities, Mayor, popular speakers, etc.) to your event?
Yes No If yes, give names and titles _____

Please contact the Wiseman Student Centre if you are not sure whether your guests fall into the categories above.

Will you have a DJ? Yes No

Will you have a band? Yes No If yes, please give a detailed description, including the name of the group: _____

Will you be making arrangements to bring a generator? Yes No If yes, what company will you be using: _____

Are you inviting vendors to this event? Yes No If yes, what type _____

Are you doing concessions? Yes No If yes, have you requested a waiver from Food Services? Yes No

Are you having a photographer? Yes No

Are you doing coat check? Yes No

Are you aware of the party procedures? Yes No

Order of Signatures:

Scheduling Office

Date

Student Government Association, WSC-137
(Student Groups ONLY)

Date

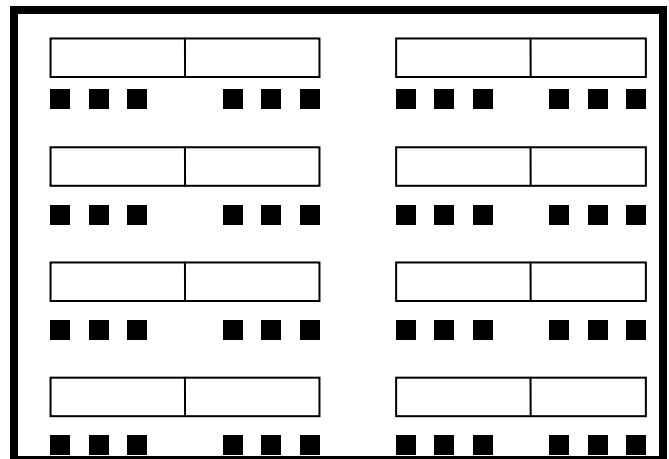
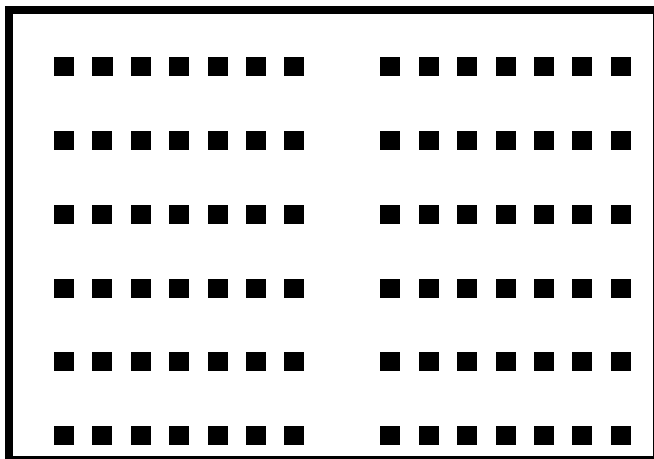
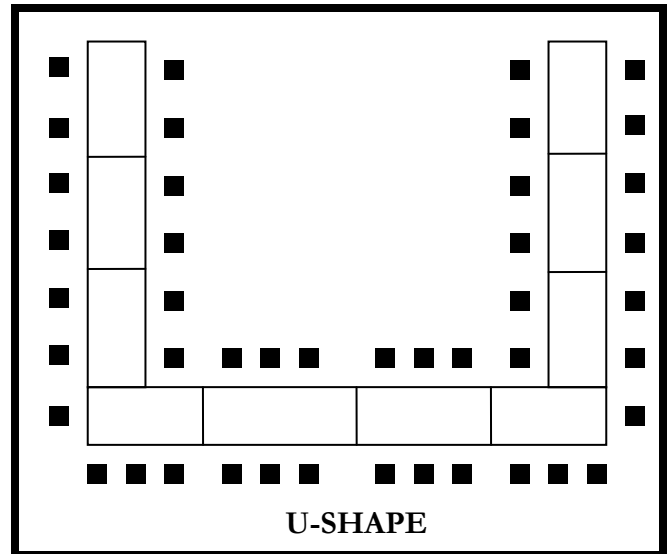
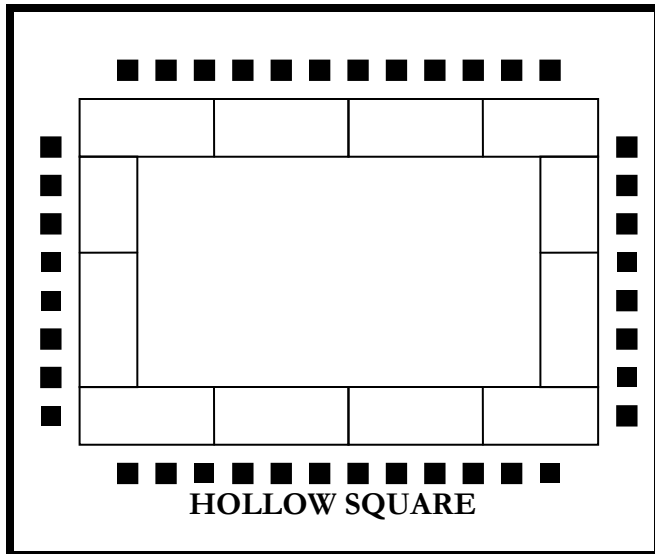
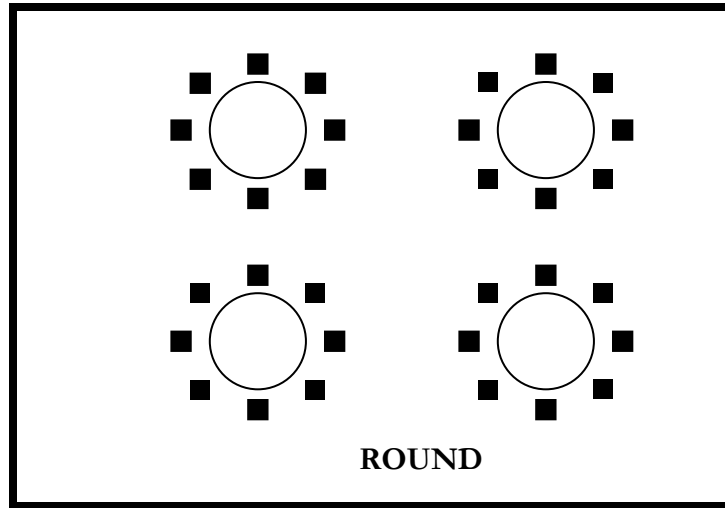
Assistant Director of Student Life, WSC-137
(Student Groups ONLY)

Date

Facilities

Date

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.

ROOM CAPACITY AND SET UP OPTIONS

J. Alexander Wiseman Student Centre

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

Space	Set-Up	Capacity	With Head Table
Room 107	Roundtables	48	32
	U-Shape	25	-----
	Theater Style	60	50
	Reception*	75	-----
	Classroom Style	30	25
	Conference Style	30	-----
Room 123/125	Roundtables	48	48
	U-Shape	25	-----
	Hollow Square	25	-----
	Theater Style	60	50
	Reception*	75	-----
	Classroom Style	30	30
	Conference Style	25	-----
Game Room	As Is	150	-----
Pit	As Is		
TV Room	As Is		
Vending Area	As Is		

***No tables or chairs.**

- 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

NOTE: See Operating Costs page for list of charges that may apply.

J. Alexander Wiseman Centre
Food Service Area

Space	Set-Up	Capacity
Rathskeller	As Is	50
Auxiliary Dining Room	As Is	275

Martin Luther King Communication Arts Center

Space	Set-Up	Capacity
Myers Auditorium	Preset in Theater Style	999
Lecture Hall 102	Preset in Theater Style	137
Lecture Hall 101		86
Classrooms	Theater Style*	15-30

**Chair with desk attached.*

Thurgood Marshall Library

Space	Set-Up	Capacity
Library Conference Room	U-Shape with additional seating around the perimeter of the room	35
Library Auditorium	Preset in Theater Style	147
Special Collections Room	Preset with half theater style for 50 people and half in tables and chairs for 25 people	

NOTE: See Operating Costs page for list of charges that may apply.



ROOM CAPACITY AND SET UP OPTIONS

Crawford Science Building

Space	Set-Up	Capacity
Classroom	Preset in Theater Style*	30

*Chair with desk attached

Leonadis James Physical Education Complex

Space	Set-Up	Capacity
Basketball Arena**	Bleachers	2,200
With stage & bleachers only		2,000
Classroom	Theater Style*	30
Track & Practice Field		
Football Stadium		

*Chair with desk attached.

**If it is not a basketball game, you 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.

Theodore McKeldin Gymnasium

Space	Set-Up	Capacity
Basketball Arena	Rounds	500
	Theater Style	900
	Reception*	1100
	Socials/parties (empty room)*	900

*No tables or chairs

Center for Learning and Technology

Space	Set-Up	Capacity
CLT 102	Preset in Theater Style	250
CLT 117		124
Classrooms	Preset in Classroom Style*	20-30

*Chair with desk attached

NOTE: See Operating Costs page for list of charges that may apply.



FEES

**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.)

Note: All operating costs have a minimum 4-hour charge. Cost will be determined by the Wiseman Student Centre Management 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

OPERATING COSTS

Staff	Rate
Housekeeping	\$19.46 per hour, per person
Public Safety	Rates according to type of officer assigned to the event (ex: Police Officers, Security Guards or outside contractor)
Technician	\$30.00 per hour, per person
Building Manager	\$10.00 per hour, per person
Stage Manager	\$10.00 per hour, per person
Maintenance	Rates according to classification of worker assigned to the event

Recognized student organizations registered with SGA or university departments will not be assessed a rental fee, however, you will have to pay operating costs.

If a department sponsors an outside group, the department is to immediately pay all costs. A representative from the department must be present during the event. Food arrangements and payment for food are handled through the Food Services Department.