



Conference and Event Services External Event Rental Application

Affiliation

Bowie State University is the oldest historically black college/university in Maryland and District of Columbia areas and one of the 10 oldest in the country. As a member of the institution of the University System of Maryland, Bowie State upholds the mission of providing high-caliber, accessible, and affordable educational opportunities.

Location

Bowie State is in the midst of the one of the nation's most exciting metropolitan areas, within easy reach of Washington, DC and Baltimore. See more at www.bowiestate.edu.

Accommodations

- The Conference & Event Services staff provides quality services for a large variety of events such as: Banquets, Retreats, Summer Camps, School and Job Fairs, Recitals, Conferences, Workshops, Lectures Seminars, etc.
- Classrooms may be limited during the academic year.
- Housing is available from June 1 through August 1.

1. Contact the Conference and Event Services Scheduling Office at 301-860-3817 to determine availability.
2. The completed form must be received in the Conference and Event Services Office or via email at scheduling@bowiestate.edu thirty (30) days prior to the event.
3. 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.
4. Organizations or individuals renting the University's facilities are required to carry a certain amount of insurance coverage. See insurance page for more details. (NO EXCEPTIONS.)
5. All costs associated with an activity must be paid according to the contractual agreement.
6. 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.
7. Conference and Event Services 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.
8. All forms are received on a first come first serve basis.
9. 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.
10. Facility rental and operating costs will apply to all rehearsals (including dress rehearsals) and practices.
11. The BSU Police Department Coordinator of Special Events will determine the need for security and police personnel.
12. Operating costs will be determined by the type of event.
13. All cancellations of scheduled events must be in writing (fax, e-mail, mail or hand-delivered) to avoid charges.
14. The University does not allow soliciting on campus without prior approval from Conference and Event Services. A contractual agreement, proof of liability insurance and payment are required for all solicitors and vendors.
15. Form of payments: cash, check, credit card, money order and cashier check.

EXTERNAL EVENT SPACE REQUEST FORM

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

STREET: _____
(P.O boxes are accepted only when physical addresses are unavailable.)

CITY: _____ STATE: _____ ZIPCODE: _____

CONTACT PERSON: _____ TITLE: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

REQUESTED SPACE(S): _____

DATE(s)	EVENT START TIME(s)	EVENT END TIME(s)	SETUP START TIME:	BREAKDOWN END TIME:

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, a list must be provided with the name, services being provided and if they are selling or giving away complimentary items. All vendors must provide proof of liability insurance.

ESTIMATED ATTENDANCE: _____ AN ADMISSION FEE OF \$ _____ WILL BE CHARGED FOR THIS EVENT.
Advance Sells _____ On-site/Door _____ Both _____

PROGRAM IS OPEN TO: RESERVED GROUPS AND GUESTS 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)

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. Vendors will also need the required insurance. (See Policy on Insurance.)

SIGNATURE OF APPLICANT: _____ DATE: _____

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

CONFERENCE & EVENT SERVICES _____ DATE _____

Policy on Insurance Required for Use of Facilities

The request to present a \$1,000,000.00 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 Student Center Office an insurance certificate with minimum coverage of \$1,000,000.00 in bodily injury and a minimum of \$1,000,000.00 coverage for property loss. The University has the right to request more or less coverage based on the perceived risks involved. If the group involves minors, 17 years or younger, additional Abuse/Molestation insurance of \$1,000,000 is also required.
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 and/or certificate 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 and/or certificate 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 above.

This policy applies to vendors, DJs, photographers, etc. If a DJ is insured by name as an individual (without an "Inc.", "LLC", or similar after the name implying a company), they will need to state in the Description section the name or names of other DJs that will be using their equipment for the event. If a DJ is insured under a company name, we do not need to require the specific names.

For example: DJ West would need to state the names of other DJs using his equipment. However, if it were DJ West, Inc., or DJ West & Co. or Industries, etc., then we would not need to require individuals' names.

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 specific. 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, drink, snack items or concession stand on campus. Outside food is not permitted on campus. This also applies to pre-packaged food as well.