



Student Center & 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 10 oldest in the Country. As a member of the institution of the University System of Maryland, Bowie State upholds the System's 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

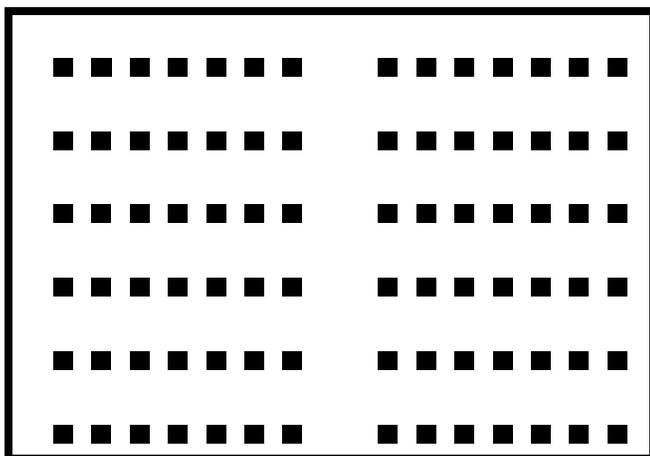
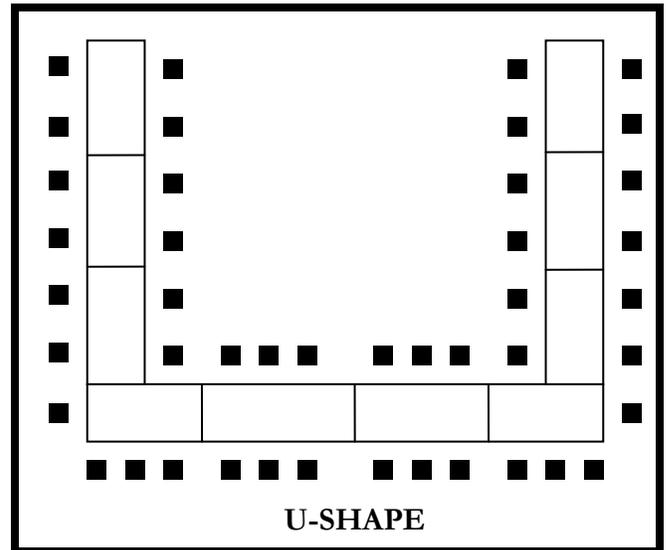
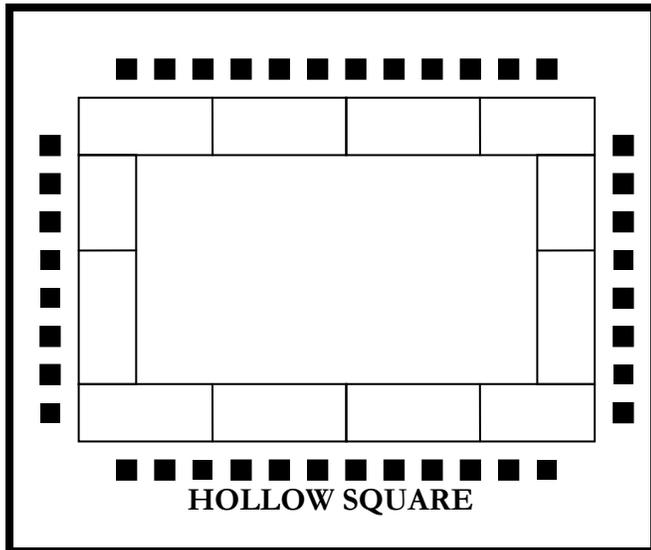
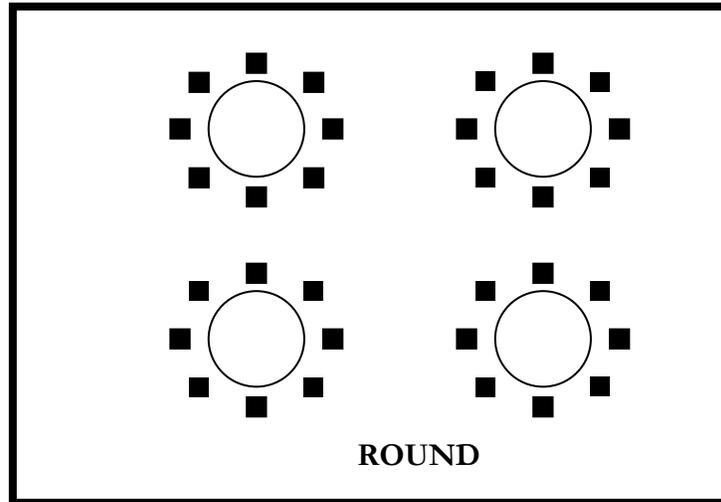
- Classrooms are limited during the academic year.
- Housing is available from June 1 through August 1. Bowie State University does not provide linen or personal items. Rooming list is due at least one week prior to check-in date.
- The University Student Center & Conference Service staff provides quality services for a large variety of events such as: Banquets, Retreats, Summer Camps, Job Fairs, Recitals, Conferences, Workshops, Lectures Seminars, etc.



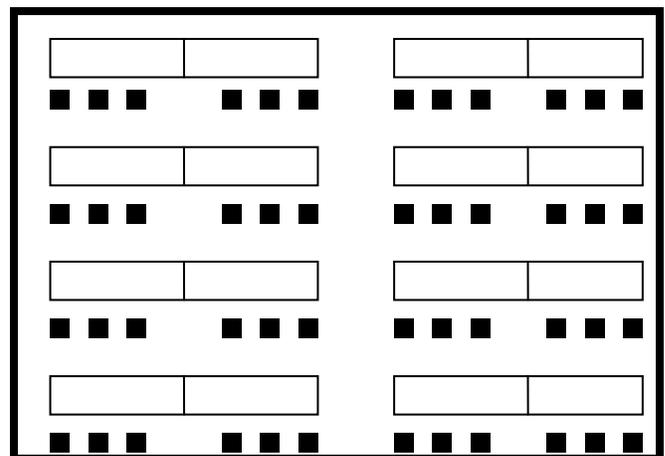
COMMUNITY PROCEDURES FOR SPACE RENTAL

1. Contact the Scheduling Office at 301-860-3817 to determine availability.
2. Complete **ALL** requested information. If the form is not complete, it will not be accepted or processed.
3. 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.**)
4. The completed form must be received in the Student Center (SC) Office thirty (30) days prior to the event. You should check with the office to make sure your request was received.
5. All costs associated with an activity must be paid according to the contractual agreement.
6. **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.**
7. 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.
8. The Student Center 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.
9. All forms are received on a first come first serve basis and are date and time stamped by the STUDENT CENTER Office.
10. 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.
11. Facility rental and operating costs will apply to all rehearsals (including dress rehearsals) and practices.
12. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, stage, gymnasium, etc.)
13. The BSU Police Department Coordinator of Special Events will determine the need for security and police personnel. **[The University does not allow parties.]**
14. Operating Cost will be determined by the type of event.
15. **All cancellations of scheduled events must be in writing** (fax, e-mail, mail or hand-delivered) to avoid charges.
16. **The University does not allow soliciting on campus** without prior approval from the Student Center. The Center will determine the best way to handle solicitation requests.
17. Form of payments: cash, check, credit card, money order and cashier check.

SUGGESTED ROOM SET-UPS



THEATER STYLE



CLASSROOM STYLE



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 allowed on campus.**



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
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)

Thurgood Marshall Library

Space	Set-Up	Capacity	Rate
Library Auditorium	Preset in Theater Style	147	\$25 per hour

Leonadis James Physical Education Complex

Space	Set-Up	Capacity	Rate
Classroom	Theater Style*	30	\$25 per hour
Basketball Arena	Bleachers**	2200	\$120 per hour
Stage & Bleachers only		2000	
Track & Practice Field			\$120 per hour

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 session, stage, gymnasium, etc.)

**If space is not being reserved 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.

***The maximum rental time is eight hours to include load in, set up, event time and breakdown.

OPERATING COST

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$27.02 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 Student Center Staff and will be charged when appropriate. These fees are in addition to the facility rental. 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

Fine and Performance Arts Center

MAIN STAGE THEATRE	Maximum Capacity 400
Commercial Rate	\$1,500
Non-profit Rate	\$1,300
RECITAL HALL	Maximum Capacity 200
Commercial Rate	\$160 (per hour, 4-hour minimum)
Non-profit Rate	\$130 (per hour, 4-hour minimum)
BLACK BOX	Maximum Capacity 120
Commercial Rate	\$140 (per hour, 4-hour minimum)
Non-profit Rate	\$110 (per hour, 4-hour minimum)
Piano Rental (per day)	
7' Grand Steinway B	\$120 (4-hour minimum)
Steinway Upright	\$70 (4-hour minimum)
Piano Labor & Staff	
Student	\$10 (per hour)
Staff	\$35 (per hour)
Piano Tuning	
Per tuning by hours turner/flat fee	\$150
Piano technician stand-by (flat fee)	\$TBD

Additional charges may be incurred for extra lighting, audio, labor, etc., including venue set-up and restore.

OPERATING COST

Event Coordination	\$25 – \$60, per hour, per person
Lighting & Audio Technicians	\$25 – \$60, per hour, per person
Technical Specialist	\$25 – \$60, per hour, per person
Stage Crew	\$20 – \$55, per hour, per person
House Staff	\$14 – \$55, per hour, per person
Housekeeping	\$27.02, per hour
Public Safety	\$35.00, per hour, per person
Maintenance	\$41.00, per hour, per person
Miscellaneous (Ticketing, etc.)	TBD

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

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POOL RENTAL FEES

Lanes	Non-University	University Sponsored
1 Lane, 1 Hour	\$25.00	\$22.50
4 Lanes per hour, 4 hour max	\$100.00	\$90.00
Daily Rate (8 hours 4 lanes)	\$800.00	\$700.00
8 lanes per hour, 4 hour max	\$230.00	\$180.00
8 lanes for 8 hour max	\$1,840.00	\$1,440.00

- ◆ Four lanes can be rented for an hour up to eight hours a day
- ◆ Entire pool can be rented for an hour up to eight hours a day
- ◆ Maximum capacity for four lanes is 150 participants
- ◆ Maximum capacity for entire pool is 300 participants
- ◆ Hours reserved will include set-up and breakdown time
- ◆ Bowie State Pool Management will not provide any equipment; you are responsible for all equipment needed.
- ◆ All equipment brought into the facility must have prior approval from Bowie State Pool Management.
- ◆ If using your own lifeguards in addition to University staff that will be present, you will need to present a current Red Cross Lifeguarding/First Aid/CPR/AED identification card or Shallow Water Lifeguarding/First Aid/CPR/AED identification card for each of your personnel two weeks prior to the event for approval.

OPERATING COSTS

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$27.02 per hour, per person
Maintenance	\$41 per hour, per person
Lifeguard	\$12 per hour, per person
Pool Operator	\$10 per hour, per person
Pool Desk Operator	\$10 per hour, per person

NOTE: Cost will be determined by Student Center Management and will be charged when appropriate. These fees are in addition to the facility rental. The type of event will determine the number and/or type of staff required. **All operating costs are at a 4-hour minimum.**

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ROOM CAPACITY AND SET UP OPTIONS

Student Center

Space	Set-Up	Capacity	Rate
Entire Wiseman Ballroom (A, B & C)	Theater Style	350	\$1400.00
	Rounds	320	
	Reception	700	
1/2 Wiseman Ballroom (A or B & C)	Theater Style	200	\$700.00
	Rounds	160	
	Reception	300	
1/3 Wiseman Ballroom (B or C)	Theater Style	100	\$500.00
	Rounds	80	
	Reception	180	
Susquehanna Conference Room	Permanent conference style seating	6-8	\$150.00
Chesapeake Conference Room	Permanent conference style seating	14	\$300.00
Annapolis Conference Room	Permanent U-shape seating. Used for teleconferencing.	11	\$500.00
Baltimore & Columbia Conference Rooms	Theater Style	60	\$600.00
	Rounds	60	
	Reception	100	
Baltimore Conference Rooms	Theater Style	30	\$300.00
	Rounds	30	
	Reception	50	
Columbia Conference Rooms	Theater Style	30	\$300.00
	Rounds	30	
	Reception	50	
Theater	Permanent theater seating	250	\$450.00 (4 hour increments) This room is limited to audio visual, table & chair usage.
Outside Patio	Permanent tables & benches		\$100.00



**SUMMER CONFERENCE RATE &
OPERATING COST**

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 COST

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$27.02 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 Student Center Management and will be charged when appropriate. These cost are in addition to the facility rental. The type of event will determine the number and/or type of staff required.

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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 **cannot** be placed between the entranceway of Rte. 197 and the stop sign facing the pond.
- Signs **cannot** be placed in the front or the side of the pond circle area.
- Signs **cannot** be attached to fences, gates or property/University signs.
- Signs **cannot** be placed on any flowerbeds, trees, lights or poles.
- Signs **cannot** be placed on any parking lot median.
 - 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.

FLYERS/POSTERS

- Space Request Forms must be completed and approved before advertising.
- The Student Center must approve all flyers/posters before they are posted on campus.
- No postings on glass areas, doors, windows, cars, campus indoor/outdoor poles, stair well or existing signs.

Rules are subject to change. Therefore, if you have any questions or doubts, please ask the Conference Services Department.