



University of Baltimore
Conference Services Facilities Reservation Form

(Updated 10/2003)

5th Floor, Charles Hall
Phone: 410-837-5718
Fax: 410-837-6570

Organization/Department: _____

Address/Office Location: _____

Name of Requestor: _____ Event/On-Site Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Date of Event: _____ Title of Event: _____

Access Time: _____ / _____ Actual Event Time: _____ / _____
Start End Start End

Requested Building & Location:

- Academic Center Room(s):
Business Center Room(s):
Charles Hall Room(s):
Langsdale Library Room(s):
Law Center Room(s):
Other Room(s):

Number of Attendees: _____

V.I.P.'s Attending?: Yes No
If yes, please list.

Is Alcohol Being Served/Sold?: Yes No

Parking for Off-Campus Visitors?: Yes No
Arrangements Made: _____

Caterer: Yes No
Caterer's Name: _____

List A/V Equipment to Be Used for This Event:
(All media requests are to be made directly with Instructional Technology by the requesting department.)

Set-Up Information / Drawing

Large empty box for set-up information or drawing.

Requestor's Signature: _____

Date Submitted: _____

Please Print or Draw All Detailed Information Clearly

PLEASE SUBMIT ALL RESERVATION REQUESTS AT LEAST 48HR PRIOR TO EVENT DATE

APPROVED STAMP

FOR CONFERENCE SERVICE PERSONNEL ONLY

Entered By: _____ Date: _____

Faxed By: _____ Date: _____

Faxed To Setup Staff: Y / N Date: _____

