



Wiseman Student Centre & Conference Services

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 most lively 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, three lecture halls for 120 and 150, and a Multipurpose Room for 250.

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

(Rev. 07/05)



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 dignitaries or VIP's (ex: government officials, well known speakers, artist, etc.)
3. Please furnish street address; Post Office boxes are accepted **ONLY** when physical 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 \$1,000,000 in bodily injury and a minimum of \$1,000,000 coverage for property loss.
 - b. The policy must also carry the name of the University as co-insured.
 - c. This certificate is mandatory; there are **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.
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 by fax will be returned.
7. The completed form must be received in the Wiseman Student Centre (WSC) Office thirty (30) days prior to the event, not to include the day the form is received by the WSC and the day of the event.
8. All costs associated with an activity must be paid according to the contractual agreement.
9. **THE COMPLETION OF THE APPLICATION 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 of any individual group and/or organization who refuses to comply with University regulations, or who permits conduct considered detrimental to the best interest of the University.
11. The WSC reserves the right to change meeting rooms based on the number of guests listed on the space request form. However, it is at our discretion to use the requested area(s) to capacity. 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. Table space for vendors is available year round in the WSC only at a rate of \$50.00 per day. Vendor costs are higher during special events. A table is provided on regular days however, **tables are not provided for special events (Homecoming, etc.)**
15. Group must provide tables and chairs for hallway displays or activities (registration, poster sessions, etc.) If the room is not pre-set, the group will have to provide their own tables and chairs.
16. The BSU Police Department Coordinator of Special Events will determine the need for security and police personnel.
17. The need for service charges will be determined for each event. The fees indicated in this document reflect average cost per hour if services are provided.
18. **All cancellations of scheduled events must be in writing** (fax, e-mail, mail or hand-delivered).
19. The University **does not allow credit card vendors** or distribution of credit card information on campus.
20. The University **does not allow cellular phone vendors** on campus.
21. **The University does not allow soliciting on campus** without prior approval from the Wiseman Student Centre.
22. The University **does not allow the sale of CD's** on campus.
23. Form of payments: cash, checks, credit cards, money orders and/or 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: _____

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.

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 _____ TYPE OF SETUP: _____

HOUSING FACILITY YES _____ NO _____ (CONFERENCE, THEATER, U-SHAPE, ETC.)

DIAGRAM ATTACHED: YES _____ NO _____

ITEMIZED EQUIPMENT NEEDS: _____

INSURANCE CERTIFICATE ATTACHED: YES _____ NO _____
(INSURANCE CERTIFICATE IS **MANDATORY**)

SIGNATURE OF APPLICANT: _____ DATE: _____

FORMS RECEIVED LESS THAN THIRTY (30) DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED; NOT TO INCLUDE THE DAY YOU TURN IN THE FORM OR THE DATE OF THE EVENT.

BOWIE STATE UNIVERSITY RESERVES THE RIGHT TO TERMINATE IMMEDIATELY THE PRIVILEGE OF USE OF FACILITIES OF ANY INDIVIDUAL GROUP AND/OR ORGANIZATION WHO REFUSES TO COMPLY WITH UNIVERSITY REGULATIONS, OR WHO PERMITS CONDUCT CONSIDERED DETRIMENTAL TO THE BEST INTEREST OF THE UNIVERSITY.

FOR OFFICE USE ONLY

FACILITY MANAGER	DATE	PUBLIC SAFETY	DATE	WISEMAN CENTRE	DATE

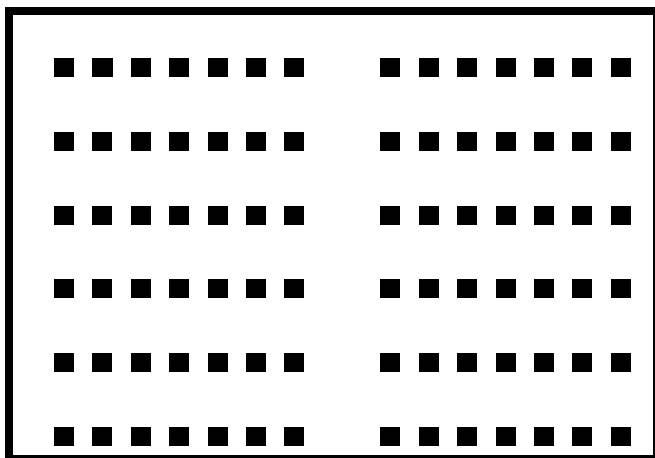
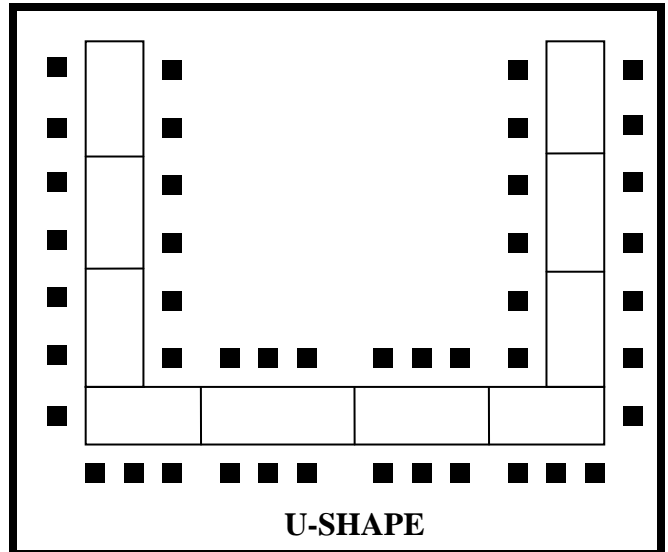
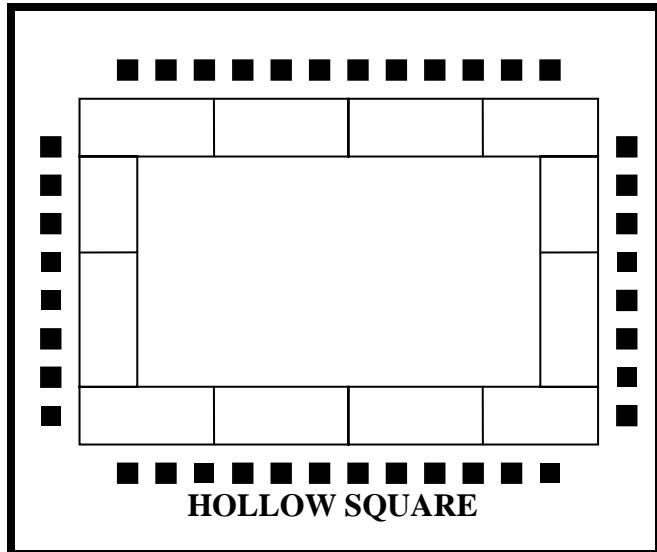
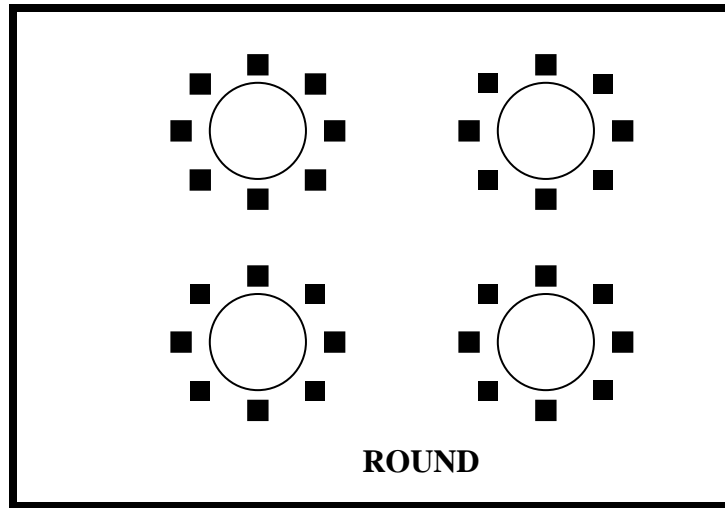
SCHEDULING MANAGER

DATE

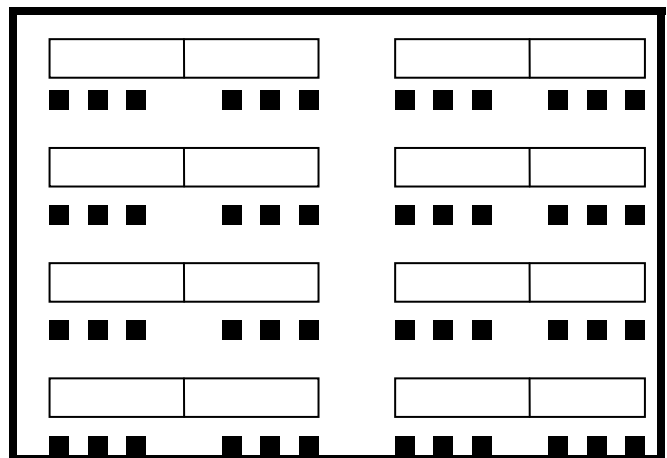
FOR MORE INFORMATION, PLEASE CALL: (301) 860-3810/3817

Revised 07/05

SUGGESTED ROOM SET-UPS



THEATER STYLE



CLASSROOM STYLE



Campus Yard Signs Do's & Don'ts

Do's

- 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.

Rules

- 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.

Don'ts

- 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 or gates.
- Signs can't be placed on any flowerbeds.
- Signs can't be placed on any trees.
- Signs can't be placed on any light poles.
- Signs can't be attached to property/University signs.
- Signs can't be placed on any parking lot median.

03/24/05



Housing Service Request Form

Name of Organization

Address of Organization

Type of Event

Email Address

Name of Contact Person

Title

Primary Contact Number
(Applicable)

Secondary Contact Number

Campus Number (If

Staff Information:

Days and Dates of Event

Day and Time of Check-In

Day and Time of Check-Out

Number of **Staff:**

Males

Females

Total Number

Number of Single Rooms: _____

Double Rooms: _____

Participant Information:

Day and Time of Check-In

Day and Time of Check-Out

Number of **Participants:**

Males

Females

Total Number

Number of Single Rooms: _____

Double Rooms: _____

If any special needs, please explain:

Representative's Signature

Date

Representative's Name (Print/Type)

-----**BOWIE STATE UNIVERSITY DOES NOT PROVIDE LINEN OR PERSONAL ITEMS**-----



2005 Summer Housing Rates

Building	Room Type	Rate
Haley	Double	\$22.00
	Single	\$29.00
Towers	Double	\$21.00
	Single	\$25.00
Holmes	Double	\$21.00
	Single	\$25.00
Kennard	Double	\$21.00
	Single	\$25.00
Tubman	Double	\$21.00
	Single	\$25.00

*Rates are subject to change without prior notice.



Policy on Insurance Required for Use of Facilities

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 \$1,000,000.00 in bodily injury and a minimum of \$1,000,000.00 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. Organizations' must complete an original Food Service Request Form with the Food Services Manager who will price the selected menu and sign the form.

The food form must be turned into the Wiseman Student Centre Office with payment for processing. **The final count of participants and payment is due five (5) business days prior to the event. Payments for summer camps are due ten (10) business days prior to the event. All payments must be submitted to the Wiseman Student Centre Office for final processing.**

Bowie State University has **first right of refusal** to supply any food or snack items on campus. Outside food is not allowed on campus. In the event that the BSU food service department declines to provide food services for an event, the organization may **request in writing** for a waiver to have an outside food service provider. This request must be given to the Wiseman Student Centre office.

Any group wishing to have an outside agency provide catering for a specific event must contact in writing, the Auxiliary Services Office at least **fifteen (15) days prior** to the event. The information in the letter must include the following: name, address, telephone number, and contact person for the catering company, proposed menu, and total cost for catering the event. The information must be on the catering company's letterhead and include an insurance certificate for personal property liability in the amount of \$1,000,000 and listing BSU as co-insured.

If request is approved, the catering company must give the University a 15% commission on the total cost of the event. A cashier's check must be received in the Wiseman Student Centre Office at least five (5) business days prior to the function. The cashier's check should be made payable to: Bowie State University.

ROOM CAPACITY AND FACILITY RENTAL COSTS

J. Alexander Wiseman Student Centre

Space	Set-Up	Capacity	With Head Table	With Stage	Rate
Room 102	Roundtables	195	150	150	\$350 – four hours
	U-Shape	35	35	35	
	Hollow Square	40	40	-----	
	Theater Style	300	275	250	
	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	-----	
Game Room	As Is	150	-----	\$200 – four hours

*For Reception 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

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 FACILITY RENTAL COSTS

J. Alexander Wiseman Student Centre Food Service Area

Space	Set-Up	Capacity	Rate
Rathskeller	Roundtables	100	\$250 – four hours
	Theater Style	175	
Cafeteria	Roundtables*	250	\$250 – four hours
Auxiliary Dining Room	Roundtables	120	\$150 – four hours

** Room is already preset with roundtables that seat 4 people per table.
This is the only setup for this room.*

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.)

Service Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$20 per hour, per person
Maintenance	\$30 per hour, per person

All service fees have a minimum 4-hour charge. Service fees will be determined by Wiseman Student Centre Staff and will be changed when appropriate.

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE



**ROOM CAPACITY AND
FACILITY RENTAL COSTS**

**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
Lecture Hall 101		86	\$100 per day
Classrooms	Theater Style*	15-30	\$15 per hour or \$55 per day (if 4 hrs. or more)

* Chair with desk attached.

Service Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$20 per hour, per person
Maintenance	\$30 per hour, per person
Technician	\$30 per hour, per person

All service fees have a minimum 4-hour charge. Service fees will be determined by Wiseman Student Centre Staff and will be changed when appropriate.

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE



ROOM CAPACITY AND FACILITY RENTAL COSTS

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

Service Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$20 per hour, per person
Maintenance	\$30 per hour, per person

All service fees have a minimum 4-hour charge. Service fees will be determined by Wiseman Student Centre Staff and will be changed when appropriate.

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ROOM CAPACITY AND FACILITY RENTAL COSTS

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 for each facility

*Chair with desk attached.

**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 knapp 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	\$20 per hour, per person
Maintenance	\$30 per hour, per person
Pool Manager/Operator	\$20 per hour, per person
Lifeguard	\$15 per hour, per person

All service fees have a minimum 4-hour charge. Service fees will be determined by Wiseman Student Centre Staff and will be changed when appropriate.

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Except bleacher seating, you must provide your own tables and chairs for all the above areas.



ROOM CAPACITY AND FACILITY RENTAL COSTS

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.

Service Fees

Building Manager	\$15 per hour, per person
Police Officer	\$35 per hour, per person
Housekeeping	\$20 per hour, per person
Maintenance	\$30 per hour, per person

All service fees have a minimum 4-hour charge. Service fees will be determined by Wiseman Student Centre Staff and will be changed when appropriate.

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