

## Cambridge Community Center Room Reservation Request

Requests must be submitted *at least five business days* prior to the event. Reservations are confirmed only when a copy of this form has been approved and returned to you.

	Today's Date:
Name of Function:	
Date(s) of Function:	Hours of Function:
Room(s) Requested:	Number of People:
Description/purpose of function: (RAs, please attach program proposal)	
Audiovisual needs, if any*:	
Sponsoring Group(s)/Organization(s):	

\*For questions or to reserve audiovisual equipment, please contact College Park Scholars at 301-314-2777.

Name of Requester**:	
Phone of Requester:	E-mail of Requester:
Affiliation with College Park Scholars:	

\*\* Must be an affiliate of College Park Scholars or have sponsorship from a Scholars-affiliated unit.

The Cambridge Community Center is designed to support the academic and community activities of College Park Scholars. In addition, two technology classrooms provide space for broader academic use. Cambridge Community Center (CCC) hours are Monday-Thursday 8:00 am-10:00 pm and Friday 8:00 am-4:00 pm.

**I understand that I am responsible for any rooms used during the hours for which they are reserved. I understand that food and beverages are permitted only in rooms 1111 and 1200. Alcoholic beverages are not permitted in the CCC. I agree to clean and return any rooms used to their original conditions, and to maintain the security of said rooms, as well as the security of their contents and of the surrounding building, at all times. I understand that I am liable for any damages resulting from my event and accept the consequences of failure to make restitution from said damages.**

Your signature on this form is acceptance of the above terms. \_\_\_\_\_

(Note: RD/CD must sign off on RA requests)

**Signature**

\_\_\_\_\_  
Print Name (if different than requester)

\_\_\_\_\_  
Title

Scholars Approval:	Date:
Notes:	