

Catering:

Government cannot pay for catering.

If this industry would like USMSM to provide any of its coffee, tea, and water for catering, it will be a separate charge outside of the event contract.

If a vendor would like to hire a caterer, USMSM will need the caterer's certificate of insurance and caterer's license prior to the day of the event.

If a caterer provides their own tables, chairs, and any other catering items for the event, please make sure that the items are removed the same day/night of the event.

If the event renter is bringing in their own food, then USMSM does not need any paperwork.

If the caterer is providing alcoholic beverages USMSM will need a copy of the bartender's TAMS/TIPS certificate prior to the day of the event.

If the catering kitchen is needed, please inform USMSM prior to the event. It is just a warming kitchen; food cannot be prepared. There is a fee associated with the rental.

USMSM can provide only coffee, and tea as catering options. USMSM is unable to provide food for events. Additional fees for coffee, and tea are listed on individual event rental agreements, as well as coffee pot and bubble cooler rentals. USMSM is doing our part to reduce plastic waste, so we will no longer provide plastic water bottles. We encourage attendees to bring their own reusable water bottles. There are water bottle refill stations in all of our buildings, and we will have water coolers and paper cups available in USMSM's larger event spaces.

Smoking/CDS/Firearm Policy:

USMSM is a tobacco-free, electronic cigarette-free, and smoke-free campus. All event attendees are required to adhere to the smoking policy. To comply with our smoke-free policy, smoking is only permitted off-campus. Client agrees that no firearms, drugs, illegal or controlled dangerous substances will be permitted on the Premises at any time.

Armed Security is only allowed to carry a firearm on the Premises if they are sworn law enforcement at any level or service. If that's not the case then they won't be able to carry any firearms on the Premises.

IT Services:

USMSM provides only the following IT equipment:

- Projector
- Conference Phones
- Screens
- USMSM software
- Microphones
- WiFi

USMSM cannot troubleshoot equipment/software that does not belong to the USMSM campus.

Renters can bring their own IT support to A/V set-up appointments, or the day of the event.

If USMSM has to troubleshoot equipment/software that does not belong to USMSM, there is an additional charge of \$75 that will be billed.

Security Personnel:

Security is required if the event is providing any alcoholic beverages. Please inform USMSM two weeks prior to the event that security is needed. This will give USMSM time to have a security guard available. The fee is listed on the rental agreements.

All main doors will be locked at 7:45 pm to maintain a secure environment. If you are hosting an event that goes beyond that time, please be aware that if you leave, you won't be able to get back in. Please, call (301) 481-0445 to get back into the building.

Emergency Text Service:

In case of an emergency that pertains to the USMSM campus, we encourage you to sign up for emergency text service notifications at <https://usmsm.umd.edu/about/emergency-text-feature>.

Set-up Timeline:

Set-up changes can be made up to 48 hours before the event. If the renter would like to see the rental space, discuss set-up, test A/V prior to the event day and/or go over the facilities, an appointment must be made via email to msimmond@umd.edu.

Rental Agreement:

The signed rental agreement is what USMSM uses to hold any dates, or event spaces. We cannot hold dates until the rental agreement is received. Payment is due after the event, and an invoice will be sent via email to the payee contact person listed on the rental agreement. Payments can be made online using a credit card or by sending a check to:

USMSM
Markia Simmonds
44219 Airport Rd.
California, Maryland 20619

All payment information will be listed on the invoice.

Please, contact USMSM no later than 48 hours prior to the event if there is a need to cancel.

Point of Contact During Your Event:

Staff Assistant (301) 481-0445;
(General questions): Building 2, Front Office and SMART, Help Desk

A point of contact will be assigned to an event, and the vendor can call the number listed for any questions.

Markia Simmonds (301) 226-6014;
(Event questions): email: msimmond@umd.edu

IT Questions email: it-usmsm@umd.edu

Scott Raymond (301) 226-6024;
(Facilities questions): email: USMSM-facilities@umd.edu

Public Safety (240) 577-0676