Coppin State University

2500 West North Avenue
Baltimore, MD 21216
410-951-3571

Dear Applicant:

Thank you for expressing an interest in hosting your special event at Coppin State University (CSU). Enclosed, you will find the following three documents to assist you in beginning the venue reservation process at CSU:

- Facility Reservation Request
- Policy and Procedures for Facility Reservation and Use

When you have decided to move forward with holding your event on the Coppin State University campus, complete the Facility Reservation Request form, as thoroughly as possible, and return it to CSU Office of Events and Conference Services at the address listed above. The venue(s) for the date(s) and time(s) requested will be reserved once the Facility Reservation Request form has been returned to the Office of Events and Conference Services. The reserving of the venue, however, is not intended to imply an official approval of the event.

The information provided on the Facility Reservation Request form will be reviewed and evaluated to help ensure your event is as successful as possible. Facility, equipment, and CSU personnel needs will be decided and used to determine the licensing fee and write the Licensing Agreement for Use of University Facilities (Agreement). This Agreement is your official notification of approval and will be sent to you for approval and signature. After the authorized representative has signed and returned the Agreement, please keep CSU Office of Events and Conference Services informed of relevant changes to your event and/or facility, equipment, or set-up needs.

Please take the time to review the Policy and Procedures for Facility Reservation and Use and the Licensing Agreement for Use of University Facilities documents. A few of the highlights from these documents are:

- **The Licensee agrees to solely contact Thompson Hospitality to secure food and beverages needed for the event.**

- **Full payment is required ten (10) working days in advance of the initial date the facility is to be used.**

- **Parking fees of $5 the day of the event is required.**

- **The Licensee must carry and maintain at its own expense comprehensive general liability insurance of not less than $1,000,000.00 (One Million).**

If you have any questions or concerns regarding this information, do not hesitate to contact the Office of Events and Conference Services at 410-951-3571. Again, thank you for considering Coppin State University as a venue for your event. We look forward to helping you make your event memorable.

Sincerely,

Coppin State University
Office of Events and Conference Services

Enclosure