


Today's Date:

 **COPPIN**  
STATE UNIVERSITY  
2500 W. North Avenue, Baltimore, MD 21216  
Talon Center, Suite 202  
(410) 951 – 3571

### **Rental Application (Non-University Events)**

#### **Instructions:**

- 1) Please complete form and provide as much detail as possible.
- 2) Once you submit form (see submit button at bottom of form) it will be sent to CSU Events and Conference Services. **Please allow 48 - 72 hours for a response**

All food and beverage served or distributed on campus must be bought and serviced through Coppin Dining Services. \* All clients holding Non-University events at CSU must hold general liability insurance, for a minimum of \$1,000,000.

#### **Event Information:**

Event Title: \_\_\_\_\_

Business/Organization Name (If applicable): \_\_\_\_\_

Federal Tax ID or (SSN for Individual) **REQUIRED**: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

On-Site Contact for Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Do you need on-campus parking? \_\_\_\_\_

**Which best describes your event?** (Indicate all that applies)

Free & Open to Public

Free & Registered/Invite Only

Paid & Open to Public

Paid & Registered/Invite Only

Other \_\_\_\_\_

**Requested Event Date (provide up to three options)**

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

Requested Time of Rental: \_\_\_\_\_ to \_\_\_\_\_

Setup Time: \_\_\_\_\_ to \_\_\_\_\_

Have you previously held events at Coppin State University? \_\_\_\_\_

If yes, please indicate event and date(s). \_\_\_\_\_  
\_\_\_\_\_

Do you require overnight accommodations (Summer Groups Only)? \_\_\_\_\_

Number of beds required. (Resident Hall allows up to 2 guests per room and 8 guests per suite)  
\_\_\_\_\_

What is your budget? (Select One)

Is the established budget inclusive of Food &amp; Beverage?

Under \$1,000

\$1,000-\$5,000

\$5,000-\$10,000

\$10,000+

**Venue(s) Requested:**Facilities information can be found at [eventsatcoppin.com](https://eventsatcoppin.com)Please describe the space and setup needs for your event. (Example: Theatre, Conference Room, Classroom, Banquet etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**Audio Visual Requirements:** Please check an A/V package from below (if applicable)

**Standard Audio-Visual Package** (Laptop, projector, and screen)

**Deluxe Audio-Visual Package** (Laptop, projector, screen, podium, and microphone)

**Executive Audio-Visual Package** (Laptop, projector, screen, podium, microphone, and Q&A microphone)

**Commencement Audio-Visual Package** (PowerPoint projection, podium (2), Microphones (5), Marquee access, Video recording, Jumbotron access, charging and stations (2))

Music \_\_\_\_\_

Exclusive Wi-Fi name and access for guests \_\_\_\_\_

Lavalier microphones \_\_\_\_\_

Video Recording \_\_\_\_\_

Up lighting \_\_\_\_\_

Please describe any additional audio-visual/production needs you have (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

**Food:**

Do you plan on serving food at your event?      YES      NO

If YES, please describe the type of meal (Example: Buffet Lunch; Coffee Break; Plated Dinner):

\_\_\_\_\_  
\_\_\_\_\_  
NOTE: All food and beverage served or distributed on campus must be bought and serviced through Coppin Dining Services. Please contact Thompson Hospitality by emailing [coppincatering@thompsonhospitality.com](mailto:coppincatering@thompsonhospitality.com) or call 410-951-1229 for more information.

**Decoration:** Will your event include decorations?      Yes              No

---

---

---

*Decoration/design services are available through our office. If you use an outside service, they must first be vetted through us and agree to our policies and procedures. All decorations must be free-standing and removed at the end of the event.*

**Additional Event Details:**

---

---

---

---

---

How did you hear about us:

[Click here to submit:](#)