



# Robert D. Buchanan '44 Alumni House Room Reservation Form

Today's Date: \_\_\_\_\_

Name and Title of Person Submitting Form: \_\_\_\_\_

Department, Group or Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Function Date: \_\_\_\_\_

Function Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Will Campus Catering be needed?  YES  NO **If yes, please contact them at (207) 581-4718.**

Will you need a catering attendant on hand during your function?  YES  NO

**NOTE:** Buchanan Alumni House policy states that any event where tables are used MUST BE COVERED WITH LINENS. The organization reserving the facility is responsible for ordering linens through campus catering. Additionally, Buchanan Alumni House does not provide table centerpieces. **Yes, I understand this policy. Please initial here \_\_\_\_\_.**

Have you secured adequate parking for your guests?  YES  NO

**If no, please call UMaine Parking Services at (207) 581-4047.**

Fee Assessed: \_\_\_\_\_ **I agree to this fee. Please initial here \_\_\_\_\_.**

## Please check room(s) being reserved:

McIntire Maine Event Room - MAIN LEVEL: (Capacity: 120. Appropriate for sit-down dinner. Features: LCD Projector and screen, TV, VCR/DVD/CD player, data jack, microphones, grand piano.)

Allain Library/Museum - MAIN LEVEL: (Capacity: 8-10. Telephone for conference calls.)

Leadership Hall - MAIN LEVEL: (Capacity: 16-30. Microphones/PA system) **NO PRIVACY DOORS/Public Area.**

Board Room - UPPER LEVEL: (Capacity: 16. Features: TV/VCR, telephone for conference calls.)

Webber Conf. Room - UPPER LEVEL: (Capacity: 8. Features: TV/VCR, telephone for conference calls.)

Class of '43 Music Parlor - MAIN LEVEL: (Capacity: 8-10. No telephone available. Casual seating.)

Treat Family Room - MAIN LEVEL: (Capacity: 36 +/- . Microphones/PA system) **NO PRIVACY DOORS/Public Area.**

Questions? Contact Kathy Hill at (207) 581-1176 or 1-800-934-2586. FAX: (207) 581-3268