



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

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

Function Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Setup Arrival Time: \_\_\_\_\_ Function Start Time: \_\_\_\_\_ Est. End Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Dept./Group/Organization: \_\_\_\_\_ Email \_\_\_\_\_

Invoicing Name & Address: \_\_\_\_\_

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

Will food be needed?  YES  NO **If yes, you MUST use University Catering. Contact them at (207) 581-4718.**

Will you need a catering attendant on hand?  YES  NO / Is this a drop-off delivery order?  YES  NO

**Buchanan Alumni House policy** states that all tables used in Buchanan MUST BE COVERED WITH LINENS. These linens will be billed to you through Campus Catering. **I understand this policy. Please initial here \_\_\_\_\_.**

Have you secured adequate parking?  YES  NO **If no, please call UMaine Parking Services at (207) 581-4047.**

Usage Fee: \$\_\_\_\_\_ (This fee covers the use of Buchanan Alumni House only, and is due in full prior to the event. If you have other services, you will be billed separately by that entity) **I agree to this fee. Please initial here \_\_\_\_\_.**

## Please check room(s) being reserved:

**McIntire Maine Event Room** — MAIN LEVEL: (Appropriate for sit-down dinner, receptions, board meetings, and lectures. Features: LCD Projector and screen, data jack, microphones, baby grand piano.)

MAXIMUM CAPACITY: 120 FOR SEATED DINNER, 150 FOR LECTURE SEATING

**Allain Library/Museum** — MAIN LEVEL: (Conference table/chairs, telephone) CAPACITY: 12-16

**Andrews Leadership Hall** — MAIN LEVEL: (Microphones/PA system) NO PRIVACY DOORS/ Public Area.

CAPACITY: 20 FOR DINNER; 50 FOR RECEPTION

**Foster Boardroom** — UPPER LEVEL: (Conference table / chairs, TV, screen, whiteboard, telephone) CAPACITY: 12-14

**Class of '43 Music Parlor** — MAIN LEVEL: (Conference table / chairs, screen, telephone.) CAPACITY : 8

**Treat Family Room** — MAIN LEVEL: (Conference table / chairs, Microphones/PA system)

CAPACITY: 8 FOR CONFERENCE TABLE, 25 FOR RECEPTION.

**Grand Reception Area** — MAIN LEVEL: (Microphones/PA system) NO PRIVACY DOORS/Public Area.

**Treat Grand Foyer/Rotunda** — MAIN LEVEL: (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