



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./Organization: _____ Email _____

Invoicing Details:

Name: _____ Email: _____

Address: _____

Phone #: _____

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

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; 50-75 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, Microphone/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.

Entire Main Level — MAIN LEVEL: (Microphones/PA system) CAPACITY : Varied based on use

Other — PLEASE SPECIFY: _____

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