



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 #: _____

Email: _____ Dept./Organization: _____

Billing Name & Address: _____

_____ Billing Email: _____

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 during your function? YES NO

Please note the following: Buchanan Alumni House policy states that events in the McIntire Room, or anywhere tables are added MUST BE COVERED WITH LINENS, which will be billed to you through Campus Catering. Buchanan Alumni House does not provide table centerpieces. **Yes, 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 seperately by that entity) **I agree to this fee. Please initial here _____.**

Please check room(s) being reserved:

- McIntire Maine Event Room** — MAIN LEVEL: (Seated capacity: 120. Appropriate for sit-down dinner or receptions. LCD Projector and screen, TV, VCR/DVD player, data jack, microphones, baby grand piano.)
- Allain Library/Museum** — MAIN LEVEL: (Capacity: 14-18. Conference table/chairs, telephone)
- Andrews Leadership Hall** — MAIN LEVEL: (Capacity: 16-30. Microphones/PA system) NO PRIVACY DOORS/
Public Area.
- Foster Boardroom** — UPPER LEVEL: (Capacity: 14. Conference table, chairs, TV/VCR/DVD, screen, whiteboard, telephone)
- Class of '43 Music Parlor** — MAIN LEVEL: (Capacity: 8. Conference table/chairs, telephone, screen.)
- Treat Family Room** — MAIN LEVEL: (Capacity: 30. Microphones/PA system) NO PRIVACY DOORS/Public Area.
- 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.