

Northeastern University  
**John D. O'Bryant African-American Institute**  
 Facility Reservation Form  
 Fax: 617-373-4915

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_

Title of Event \_\_\_\_\_ Budget # \_\_\_\_\_

Description of Event \_\_\_\_\_

Reservation Time: \_\_\_\_\_ to \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Open to the Public: Yes \_\_\_\_\_ No \_\_\_\_\_

Facility to be reserved: Cabral Center \_\_\_\_\_ Conf. Room \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_

Sponsoring Organization/Dept: \_\_\_\_\_

Dept Head/ Advisor: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Name of Requester (Print) \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Is the space being booked on behalf of an external group: Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please contact Conference & Events Planning regarding a contract and insurance.

Is an off-campus speaker or performer being booked in conjunction with this function: Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, a performance contract must be signed with Conference and Events Planning.

Is an admission/registration fee to be charged? Or is cash being collected Yes \_\_\_\_\_ No \_\_\_\_\_

If cash is being handled, an NUPD detail is required at your department's expense.

Is food or beverage to be served: Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, who is providing the food? \_\_\_\_\_

Is alcohol being served at this function: Yes \_\_\_\_\_ No \_\_\_\_\_

**Please note that Chartwells is the only caterer authorized to serve alcohol on campus and all guest must be over 21 years old.**

Set-up Style	Equipment
Theater/Auditorium: _____ w/panel: _____ Circle: _____ Banquet: _____ (Tables seat 8-10) Boardroom: _____ U-Shaped Table: _____ Reception: _____ w/Clover Leaf: _____ Kitchen Use: _____ Other: _____	Podium: _____ Microphone: _____ Projector: _____ with VGA Cable: _____ # Chairs: _____ # Tables: _____ Staging: _____
For Office Use Only	
Proctor Required: Yes _____ No _____ Proctor Fee @ \$15.00 per hour for a minimum of 4 hours University Police Required: Yes _____ No _____ Event Cost: \$ _____ Paid: Yes _____ No _____ Email Confirmation Sent: Yes _____ No _____	

I agree to adhere to the policies on the reverse of this form, all University regulations, and the laws of the Commonwealth of Massachusetts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: The facility is not reserved until all appropriate deposits are received and a confirmation email is sent to the requester.**

Northeastern University  
**John D. O'Bryant African-American Institute**  
Amilcar Cabral Center

Facility Reservation Policy

The Amilcar Cabral Center can be reserved by recognized student organizations, university departments, and community use for selected events. Any external group wishing to use space in the Cabral Center or any other space on campus should contact the Office of Conference and Event Planning at 617-373-5849.

**Building Hours:** Operating hours of the African-American Institute are 8:30 a.m. to 10:00 p.m. Monday through Thursday and 8:30 a.m. to 8:00 p.m. on Friday. The building is normally closed on Saturdays, Sundays, holidays and vacation periods.

**Reservations:** Tentative reservations can be made in person or by telephone between the hours of 8:30 a.m. and 4:30 p.m., Monday thru Friday. Please call 617-373-4911 to make a reservation. Request for space is considered on a first come, first serve basis. Room preference will be taken into account, however, rooms will be scheduled based on priority, the needs of the event and the most efficient use of the space.

A completed reservation form and appropriate deposit must be received in our office within 2 (two) business days after a verbal request is received or the tentative reservation will be terminated. Any changes to a confirmed reservation must be made in writing.

**Room Capacity:** 200 people standing  
149 people seated theatre style  
Banquet (Round tables of 8-10)

**Confirmation:** A written request does not guarantee use of the space. Please do not advertise or send out invitations to your event until you receive a computer generated email indicating your event time and date has been confirmed.

**Cancellation:** All cancellations must be made 3 (three) business days before the event date. Failure to notify the John D. O'Bryant African-American Institute of a cancellation will result in the lost of facility rental deposit.

### FEE SCHEDULE

Set-up Fee: \$50.00 if event is scheduled to happen after 2:00 p.m. weekdays or on weekends.

Kitchen Use: \$50.00 (non-refundable)

Proctor Fee: \$15.00 per hour for a minimum of 4 hours

**Student organizations utilizing the Cabral Center should consult the Student Organization Handbook and their Program Advisor regarding on-campus event planning policies. Student organizations are exempt from the usage fee, however, are required to pay the proctor and kitchen fee if applicable.**

**The John D. O'Bryant African-American Institute reserves the right to cancel, reschedule, or make other arrangements for a group having confirmed a reservation, should the need arise.**