



ADELE H. STAMP STUDENT UNION

EVENT & GUEST SERVICES



UNIVERSITY OF
MARYLAND



ADELE H. STAMP STUDENT UNION

BOARD ROOMS

Calvert

Crossland



CALVERT

DIMENSIONS: 27 ft. x 18 ft.
TOTAL FOOTAGE: 486 sq. ft.
ROOM CAPACITY: 26

ABOUT

The Boardrooms at STAMP are perfect for round table meetings. With chair rails, executive conference tables, and upholstered seating, Calvert & Crossland provide a great ambience for presentations.

RESERVE NOW

301-314-8488
stamp.umd.edu/events
stamp365@umd.edu

Campus clients: Please use eCalendar to submit your room requests.

FEATURES

- Technology Services and Support
- Projector
- Projection screen
- Sound system
- Catering Services
- Dedicated Event Coordinator

CROSSLAND

DIMENSIONS: 27 ft. x 19 ft.
TOTAL FOOTAGE: 513 sq. ft.
ROOM CAPACITY: 26





ADELE H. STAMP STUDENT UNION

EVENT SPACES

Grand Ballroom

Colony Ballroom

Atrium

Prince George's Room



GRAND BALLROOM

DIMENSIONS: 124 ft. x 70 ft.
TOTAL FOOTAGE: 8,830 sq. ft.
ROOM CAPACITY: see chart p. 12

ABOUT

The Grand Ballroom is one of the largest reception halls in the College Park area. It is perfect for large receptions, meetings, banquets, ceremonies, education sessions, concerts, lectures, trade shows, and more.

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COLONY BALLROOM

DIMENSIONS: 98 ft. x 72 ft.

TOTAL FOOTAGE: 6,480 sq. ft.

ROOM CAPACITY: see chart p. 12





ATRIUM

DIMENSIONS: 73 ft. x 41 ft.
TOTAL FOOTAGE: 3,017 sq. ft.
ROOM CAPACITY: see chart p. 12

ABOUT

The Atrium & Prince George's Room each has a room-length skylight that ensures a natural light setting for your day events. These spaces are perfect for medium-sized receptions, meetings, education sessions, concerts, lectures, and more.

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PRINCE GEORGE'S ROOM

DIMENSIONS: 44 ft. x 50 ft.
TOTAL FOOTAGE: 2,235 sq. ft.
ROOM CAPACITY: see chart p. 12



EVENT SPACES CAPACITIES

	AUDITORIUM	BANQUET	BOARD ROOM	CIRCLE CHAIRS	CLASSROOM	CLEAR FLOOR	FAIR/ EXPO	SQUARE TABLES	U TABLES	U CHAIRS
GRAND BALLROOM* 124 ft. x 70 ft. (8,830 sq. ft.)	1,002	430	60	60	432	1,002	280	88	71	78
COLONY BALLROOM* 98 ft. x 72 ft. (6,480 sq. ft.)	702	372	60	60	324	702	144	100	75	—
ATRIUM* 73 ft. x 41 ft. (3,017 sq. ft.)	362	200	60	80	167	362	74	88	71	78
PG ROOM* 44 ft. x 50 ft. (2,235 sq. ft.)	220	100	42	68	107	220	48	70	53	60

*Ballrooms, Atrium and PG Room are all located on the First Floor.

A wide-angle photograph of the interior of the Hoff Theatre. The stage is a light-colored wooden floor with a wooden podium and two flags (the Maryland state flag and the United States flag) on stands. The seating area is filled with rows of red upholstered chairs. The walls are dark wood paneling, and the ceiling is a light-colored grid with recessed lighting and several large black speakers hanging from it.

SPECIAL SPACE

HOFF THEATRE

DIMENSIONS: 65 ft. x 23 ft.
TOTAL FOOTAGE: 1,495 sq. ft.
ROOM CAPACITY: 500

- Full Stage Lighting & Audio Speaker System
- Professional Digital Sound, Film, and Video Projection
- Green Room/Dressing Lounge
- Special Features: Originally designed as a film theater with superb acoustics
- Perfect for: lectures, concerts, stage performances, DVD/video presentations, and more



ADELE H. STAMP STUDENT UNION

EVENT SPACES

Benjamin Banneker

Charles Carroll

Grand Ballroom Lounge

Juan Ramon Jimenez

Margaret Brent

Nanticoke

Pyon Su

Thurgood Marshall

ABOUT

Numerous meeting options are available for your next event. Brent, Banneker and Carroll can be divided into smaller rooms. These rooms are perfect for break-out sessions.

For current room capacities and rates, go to:

stamp.umd.edu/Event_Guest_Services/Capacities_Rates

FEATURES

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- Sound system
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RESERVE NOW

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stamp365@umd.edu

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BENJAMIN BANNEKER Second Floor



MARGARET BRENT Second Floor



CHARLES CARROLL Second Floor



GRAND BALLROOM LOUNGE 1st Floor



JUAN RAMON JIMENEZ Second Floor



NANTICOKE First Floor



PYON SU Second Floor



THURGOOD MARSHALL Second Floor

MEETING ROOM CAPACITIES

	AUDITORIUM	BANQUET	BOARD ROOM	CIRCLE CHAIRS	CLASSROOM	CLEAR FLOOR	SQUARE TABLES	U TABLES	U CHAIRS
BENJAMIN BANNEKER	190	90	54	62	80	190	58	55	61
CHARLES CARROLL	212	112	42	60	98	172	48	58	56
GRAND BALLROOM LOUNGE	200	102	54	70	101	200	64	55	57
JUAN RAMON JIMENEZ	143	62	42	65	65	143	52	46	65
MARGARET BRENT	141	70	48	62	71	141	58	49	53
NANTICOKE	49	40	24	38	29	49	34	23	29
PYON SU	64	40	26	38	32	64	24	31	27
THURGOOD MARSHALL	49	40	18	36	29	49	28	22	27

Hosting Sustainable Events in the STAMP

BEFORE THE EVENT

- Create an event website or page to post all event information, agenda's and materials.
- Use email and social media to advertise and promote your event.
- Send agendas and other meeting materials, electronically, to participants in advance.
- Eliminate providing conference bags and other "swag" to participants.
- Print double-sided documents that must be distributed to participants.
- Eliminate or use re-useable centerpieces.
- Eliminate the use of themed and dated signage materials that can only be used once.

DURING THE EVENT

- Send handouts to participants electronically, or post them to your organizational or event website.
- Project the agenda and other event materials on the screen for everyone to see.

FOLLOWING THE EVENT

- Send event evaluations to participants electronically, or post a link on your organizational or event website.

CATERING

- Vegetarian options can be healthier and more environmentally friendly. Host a meat-free event or increase the meat-free options.
- Arrange to donate leftover food by emailing umdford@umd.edu before your event.
- Waste is properly recycled and food is composted at the end of every event. Dining Services purchases 20% sustainable food.
- Goodies-2-Go: All orders include compostable plates, cups, flatware; and recyclable serving tools and service ware.
- Encourage participants to bring their own mug or reusable water bottle. There are several water bottle refill stations within the STAMP.
- There are a limited number of portable composting bins that can be requested for use during your event. Talk to your Event Coordinator about adding this to your reservation.

KNOW THESE DEFINITIONS & KNOW HOW TO SORT

- **Compost:** Food scraps, paper napkins, paper containers, tea bags, coffee grounds, anything labeled compostable. You can request a compost bin for events in the STAMP. Talk with your Event Coordinator.
- **Recycle:** White paper, paperback and hardback books, plastics 1 – 7 (empty, with no food remnants)
- **Trash/Landfill:** Styrofoam, recyclable items that are soiled with food, and everything else.





TECHNOLOGY SERVICES

The STAMP (IT) Technology Services department provides professional and affordable technology solutions to meet all client needs. Whether you're hosting a meeting, reception, lecture, concert, or just visiting the building, our team can assist you from the start to finish.

All of our rooms are equipped with HD projectors, internet connection, and built-in sound systems of excellent quality and flexible room setup options. The movie theatre includes digital cinema projection and sound equipped for advanced movie screenings.

Our video team provides live stream and recording for your audience to view your event anywhere and through on-demand services. We offer digital signage and web strategies to help publish events. If your event requires more elaborate technical production our extensive inventory will make your vision come to life!

For more information/pricing: stamp.umd.edu/it | stampithelp@umd.edu | 301-314-5555

CATERING SERVICES

- For the convenience of event sponsors and to help ensure food safety, STAMP has an in-house full service catering team to provide services ranging from simple deliveries (Goodies-To-Go) to elaborate dinners or receptions (Good Tidings Catering).
- Good Tidings Catering is convenient, has a full understanding of the STAMP facility, has direct access to kitchen facilities, and helps to promote campus involvement and cooperation. If Good Tidings or Goodies-To-Go are not what you are looking for, other food vendors in STAMP offer catering.
- Pick-up at the Shops.
- Please visit go.umd.edu/STAMPCATERING for more information.

FOOD COURT

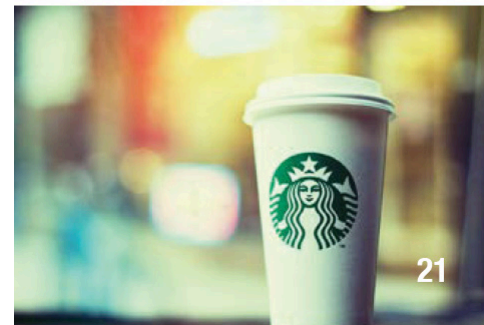
- Chick-fil-A (Food Court)
- The Coffee Bar (First Floor)
- Hibachi San (Food Court)
- Maryland Dairy (Ground Floor)
- Moby Dick House of Kabob (Food Court)
- Panda Express (Food Court)
- Qdoba (Food Court)
- Roy Rogers (Food Court)
- Saladworks (Food Court)
- Subway Subs (Basement Level)
- Union Shop (Ground Floor)

SHOPS & SERVICES

- Convenience Store: The Union Shop
- Office Supplies: University Book Center (Ground Floor and Basement Level)
- Printing Needs: Copy Services (First Floor)
- Letters & Packages: The UPS Store (Ground Floor)
- Banking/ATM: M&T Bank (First Floor), SECU (Ground Floor)

AMENITIES

- Lactation / Nursing Mother's Room (Second Floor)
- Family Restroom (Ground Floor across from Hoff Theater: Privacy door, baby changing station, room for strollers, wheelchairs.)
- Gender Neutral Restrooms (located at Basement Level and Third Floor in the building)



CONTACT US



Student Organizations

stamp365student@umd.edu

301-314-1912

University Departments

stamp365univdept@umd.edu

301-314-8483

Non-University Clients

stamp365events@umd.edu

301-314-8489

STAMP Units

stamp365events@umd.edu

301-314-8489

Campus Clients

Please use eCalendar
to submit your room requests.

QUESTIONS?

Information Desk
301-314-DESK (3375)

Ticket Office

301-314-TKTS (8587)

Event & Guest Services

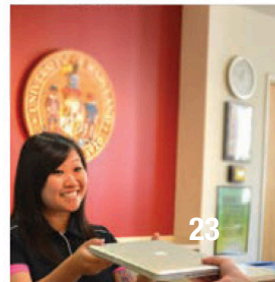
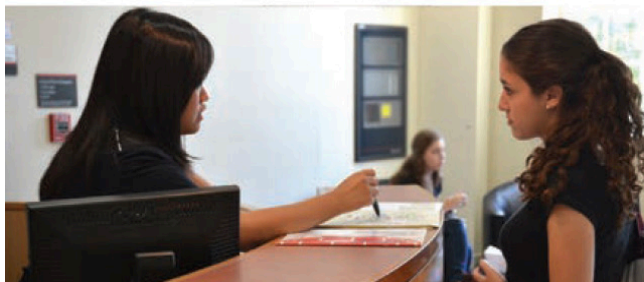
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STAMP 1133

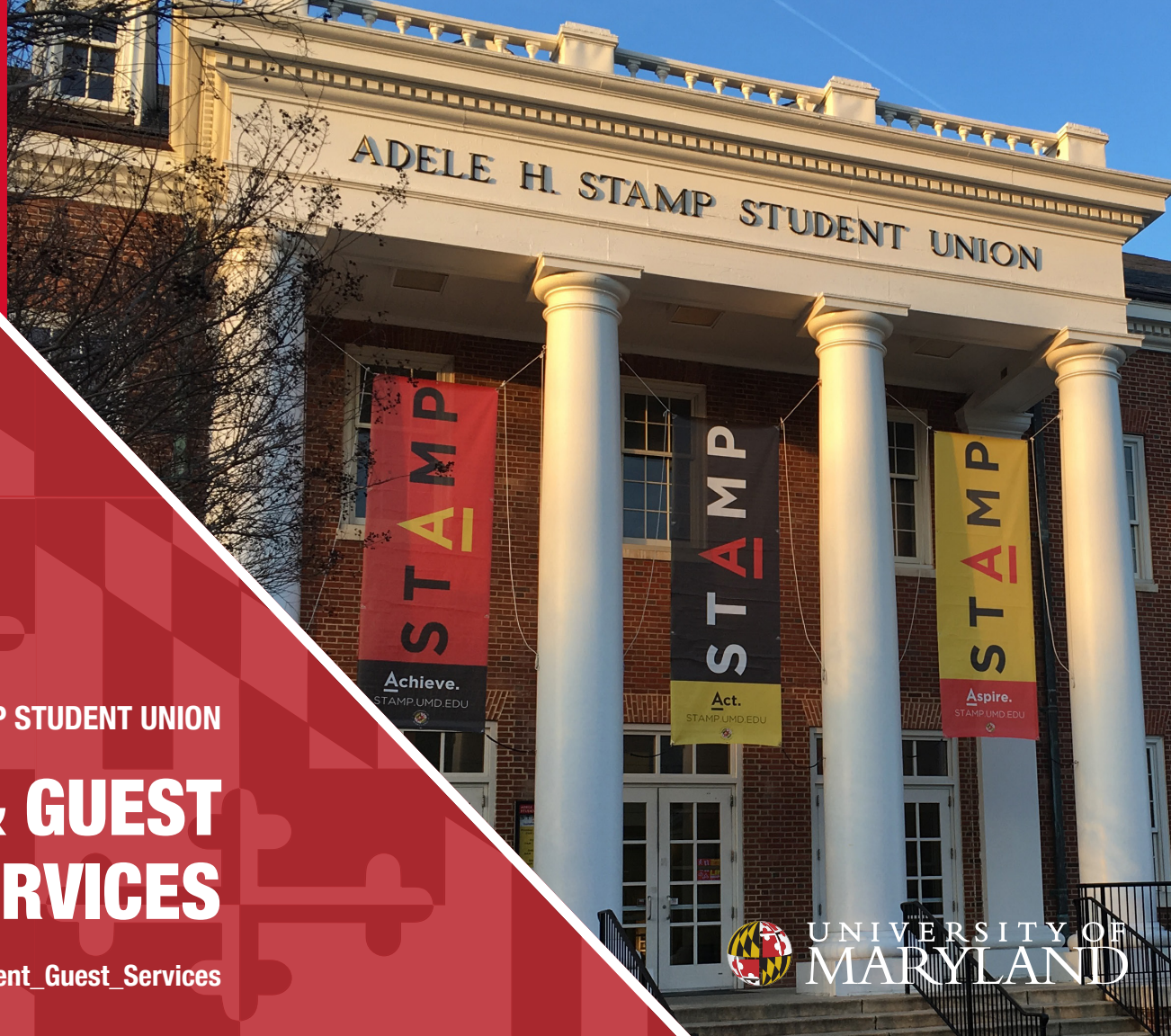


DIVISION OF STUDENT AFFAIRS

ADELE H. STAMP STUDENT UNION
CENTER FOR CAMPUS LIFE

3972 Campus Drive
College Park, MD 20742
301-314-3375





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EVENT & GUEST SERVICES

stamp.umd.edu/Event_Guest_Services



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