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.

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

CROSSLAND

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

- Sound system
- Catering Services
- Dedicated Event Coordinator
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.

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

COLONY BALLROOM

DIMENSIONS: 98 ft. x 72 ft.
TOTAL FOOTAGE: 6,480 sq. ft.
ROOM CAPACITY: see chart p. 12
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.

ABOUT

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

RESERVE NOW

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

Campus clients: Please use eCalendar to submit your room requests.
PRINCE GEORGE’S ROOM

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

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

11
## EVENT SPACES CAPACITIES

<table>
<thead>
<tr>
<th>Event Space</th>
<th>Auditorium</th>
<th>Banquet</th>
<th>Board Room</th>
<th>Circle Chairs</th>
<th>Classroom</th>
<th>Clear Floor</th>
<th>Fair/Expo</th>
<th>Square Tables</th>
<th>U Tables</th>
<th>U Chairs</th>
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<tbody>
<tr>
<td><strong>GRAND BALLROOM</strong>*</td>
<td>1,002</td>
<td>430</td>
<td>60</td>
<td>60</td>
<td>432</td>
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<td>280</td>
<td>88</td>
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<td>124 ft. x 70 ft.</td>
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<tr>
<td><strong>COLONY BALLROOM</strong>*</td>
<td>702</td>
<td>372</td>
<td>60</td>
<td>60</td>
<td>324</td>
<td>702</td>
<td>144</td>
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<td>98 ft. x 72 ft.</td>
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<tr>
<td><strong>ATRIUM</strong>*</td>
<td>362</td>
<td>200</td>
<td>60</td>
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<td>167</td>
<td>362</td>
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<td>73 ft. x 41 ft.</td>
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<tr>
<td><strong>PG ROOM</strong>*</td>
<td>220</td>
<td>100</td>
<td>42</td>
<td>68</td>
<td>107</td>
<td>220</td>
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<td>44 ft. x 50 ft.</td>
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</table>

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

SPECIAL SPACE
ADELE H. STAMP STUDENT UNION

EVENT SPACES

Benjamin Banneker
Charles Carroll
Grand Ballroom Lounge
Juan Ramon Jimenez
Margaret Brent
Nanticoke
Pyon Su
Thurgood Marshall
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

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

RESERVE NOW

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

Campus clients: Please use eCalendar to submit your room requests.
<table>
<thead>
<tr>
<th>MEETING ROOM CAPACITIES</th>
<th>AUDITORIUM</th>
<th>BANQUET</th>
<th>BOARD ROOM</th>
<th>CIRCLE CHAIRS</th>
<th>CLASSROOM</th>
<th>CLEAR FLOOR</th>
<th>SQUARE TABLES</th>
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<td>JUAN RAMON JIMENEZ</td>
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<td>PYON SU</td>
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<td>THURGOOD MARSHALL</td>
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<td>49</td>
<td>28</td>
<td>22</td>
<td>27</td>
</tr>
</tbody>
</table>
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 umdfood@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)
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
301-314-8488
stamp.umd.edu/events
stamp365@umd.edu
STAMP 1133