



**UNIVERSITY OF MASSACHUSETTS BOSTON
DIVISION OF MARINE OPERATIONS
FOX POINT PAVILION RESERVATION REQUEST FORM**

Please fill out the following Reservation Request Form and fax or mail to:
Chris Sweeney, Division of Marine Operations UMass Boston 100 Morrissey Blvd. Boston, MA 02125 - 3393
Phone: 617-287-5404 Fax: 617-287-5413
N.B. 10% deposit may be required. Thank You.

COMPANY/ ORGANIZATION:

CONTACT NAME:

CONTACT PHONE #: _ _ - _ _ - _ _ _ _

CONTACT FAX #: _ _ - _ _ - _ _ _ _

MAILING ADDRESS:

DATE OF RESERVATION: _ _ / _ _ / _ _

TIME: _ _ : _ _ TO: _ _ : _ _

EVENT NAME:

EXPECTED HEAD COUNT :

FOOD SERVICE - Specify

ADDITIONAL SET-UP (Chairs , tables, trash container and Maintainer from Institutional Services) – Specify

MEDIA COVERAGE

OTHER (Please explain in full)

ACCOUNT INFORMATION (On-campus clients):

Fund: _ _ _ _ Dept. ID: _ _ _ _ Program: _ _ _ _ Speed Type: _ _ _ _

For Official Use Only

Rental: \$ _____
Food Service: \$ _____
Other: \$ _____
Total Cost: \$ _____

DATE REQUEST RECEIVED: _____

DATE CONFIRMED: _____

DATE FAXED BACK: _____

SENT BY: _____

Cc: Community Relations
Public Safety
Media Services
Facilities Support Services – Institutional Services/Grounds



**UNIVERSITY OF MASSACHUSETTS BOSTON
DIVISION OF MARINE OPERATIONS
FOX POINT PAVILLION SPACE RESERVATION POLICY**

The new pavilion located at Fox Point Landing is a fully accessible three-season site designed for groups to gather on the Harbor walk out of the weather.

1. It is the responsibility of the user group to put signs and posters about their event including start and finish times at designated locations in the facility prior to the event. This will help communicate your event.
2. We ask that reservations be made at least two-weeks prior to the date of the event.
(Note that space is reserved on a first-come first-serve basis.)
3. A \$40 environmental fee will be charged for the use of the pavilion. Events that require extra set-up beyond 4.30pm weekdays and during the weekends will be charged overtime rates for man-hour used (4hour minimum for each personnel required). Extra set-up determination will be made based on number of party.
4. For safety reasons, we ask that there be no open fires except in designated areas. Parties caught in violation of this will be liable for damages and will loose their user privileges.
5. The Fox Point Landing was built for your convenience thus to ensure the quality of the facility is maintained, we require that the facility be cleaned after use. Waste receptacles designed for small quantities are stationed around the facility for this purpose. Removal of larger waste quantities is the responsibility of the lessee.
6. In keeping with University policy, there will be no alcoholic beverages served at the Fox Point facility.
7. Marine Operations reserves the right to cancel, postpone or delay any event or activity it deems unsafe or interferes with established programming.