



NON-TENANT

Meeting Room Rental Request & Agreement

Email completed form to cheri.auger@acshoco.org

MEETING INFORMATION

Organization: _____

Is organization a nonprofit? Yes No Type: 501c(3) Other (please specify _____)

Purpose of Meeting: _____

Meeting Date: _____ Start Time: _____ End Time: _____ (including set up and clean up time)

GROUP CONTACT INFORMATION

Contact Name: _____ Title: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

Email: _____

ROOM(S) REQUESTED [all rooms include free WiFi access]

- Training Room A** (capacity: 45) **Nonprofits \$35 per hour/ACS Members \$28 per hour**
Large meeting room with audiovisual system, podium, microphones, 9 rectangular tables, 36 chairs, whiteboard, access to small adjoining kitchen
- Training Room B** (capacity: 57) **Nonprofits \$45 per hour/ACS Members \$36 per hour**
Large meeting room with 11 rectangular tables, 44 chairs, whiteboard
- Training Rooms A & B combined** (capacity: 102) **Nonprofits \$75 per hour/ACS Members \$60 per hour**
Large meeting room with audiovisual system, podium, microphones, 20 rectangular tables, 80 chairs, portable whiteboards, access to small adjoining kitchen
- Meeting Room 169** (capacity: 12) **Nonprofits \$20 per hour/ACS Members \$16 per hour**
Medium meeting room with conference table seating for 12, a podium, 60" monitor and a whiteboard
- Meeting Room 143** (capacity: 12) **Nonprofits \$20 per hour/ACS Members \$16 per hour**
Medium meeting room with conference table seating for 12, 60" monitor and a whiteboard
- Meeting Room 110** (capacity: 10) **Nonprofits \$15 per hour/ACS Members \$12 per hour**
Small meeting room with conference table seating for 10, 60" monitor and a whiteboard
- Meeting Room 106** (capacity: 8) **Nonprofits \$15 per hour/ACS Members \$12 per hour**
Small meeting room with conference table seating for 8, 46" monitor and a whiteboard

THE ASSOCIATION OF COMMUNITY SERVICES OF HOWARD COUNTY, INC. (ACS), Manager of the NonProfit Collaborative of Howard County (NPC), and the organization named above (the Group) agree to the following terms for the room rental(s) requested above:

RESERVATIONS

1. Groups may request room reservations no more than three months in advance
2. Groups may not use rooms more than 12 times per year; if demand is heavy, requests may be denied to allow others access to the rooms
3. Individual representing the Group must be 18 years of age or older

ROOM RENTAL FEES

1. Rentals must be in full hour increments and must include set up and clean up time
2. Fees must be paid 30 days in advance to reserve the room, or submitted with the signed Rental Agreement
3. Failure to make payment may result in reservation cancellation
4. **Rentals outside normal business hours (Monday – Friday from 8 AM – 5 PM) are dependent upon NPC staff availability and may result in additional staffing fees**
5. Building HVAC is only provided until noon on Saturdays. Weekend meetings after that time may incur a \$75/hour HVAC fee.

CANCELLATIONS

1. In case of cancellation, the following charges may apply:
 - a. If cancelled less than 24 hours before the event – full rental fee
 - b. If cancelled less than 48 hours before the event – half of the rental fee
 - c. If cancelled less than one week before the event – 10% of rental fee, not to exceed \$50
2. Repeated cancellations may jeopardize future bookings
3. Reservations for Rooms will be automatically canceled when the NPC closes for inclement weather or emergency situations; if unable to reschedule, ACS will issue a full refund

GROUP'S RESPONSIBILITIES

1. Group must leave the rented space in an acceptable state in the reasonable judgment of ACS
 - a. Place any food/trash or recyclables in provided containers; items that will not fit in the containers must be taken to the dumpsters in the center of the parking lot
 - b. Wipe spills and crumbs from tabletops
 - c. Wipe dry erase boards
 - d. Leave tables in a neat configuration with chairs tucked under tables
 - e. Any major spills or other problems should be reported immediately to an NPC staff member
2. Additional charges will be incurred if heavy cleaning is required
3. The Group agrees they are responsible for any damage done to any part of the room and common areas in the NPC including but not limited to the carpet, walls, blinds, windows, furniture and all equipment.
4. Damaged, lost or stolen equipment or furnishings will be repaired or replaced at the Group's expense; ACS will determine a replacement cost

FOOD AND BEVERAGES

1. Food and beverages may be provided by a licensed caterer or brought in by the group
2. Requests to serve alcohol must be made in writing and approved prior to the event

PUBLICITY

Any publicity generated by Groups for meetings held at the NPC must:

1. Contain the statement: *"Not a NonProfit Collaborative of Howard County event"*
2. Include a non-ACS or NPC phone number to call for information
3. Note the meeting location as 9770 Patuxent Woods Drive, Columbia, MD 21046 and instruct attendees to "enter the building through the atrium doors"

TECHNOLOGY AND EQUIPMENT

1. Groups have access to the NPC guest WiFi network
2. Groups in who wish to use the audiovisual system must provide their own laptops; NPC staff will supply the HDMI or VGA cables and will assist with set up. **Mac users must provide their own cables.**
3. Equipment belonging to Groups may not be stored at the NPC between meetings
4. While Groups may use their equipment at their own risk, ACS will not assume responsibility for same

ADDITIONAL TERMS

1. Smoking is not allowed inside the NPC or within 25 feet of building entrances
2. Freestanding and table top decorations are permitted; nothing may be attached to walls or furniture and confetti/glitter are strictly prohibited
3. At no time shall any room be used for personal parties, illegal activities or for any use other than the stated purpose
4. ACS is not responsible for any items left in the NPC; items unclaimed after two (2) business days or become the property of ACS
5. Group agrees to indemnify, defend save and hold harmless ACS, its board members and employees from and against any and all liability, loss, damage, cost, and expenses including attorney fees, judgments, claims, liens, and demands of any kind whatsoever arising out of or directly or indirectly connected with the rental of meetings space at the NonProfit Collaborative of Howard County or arising out of or directly or indirectly connected with any act, omission or negligence of Group, its employees and guests while in, upon, about or in any way connected with the premises of the NonProfit Collaborative of Howard County.
6. Groups may be required to provide proof of liability insurance naming "Association of Community Services/NonProfit Collaborative" as additionally insured for the event
7. The individual executing this Rental Agreement on behalf of Group represents and warrants that they have all necessary power and authority to do so.
8. I have read the above agreement and intend to adhere to all rules and regulations. I understand that the room will not be reserved and that I will not be allowed access until payment has been received. I understand the consequences and costs should I not follow all room rental policies.

The Association of Community Services of Howard County, Inc., Manager of the NonProfit Collaborative of Howard County, reserves the right to refuse conference room rental requests if the intended use is determined to be inappropriate for the facility's purpose.

By: Joan Driessen, Executive Director

**Association of Community Services
of Howard County, Inc.**

Group Representative Signature

Print Name

Title