



BERNARD W. BROWN COMMUNITY CENTER

Community Room Policy

629 N. Market Street, Frederick, MD 21701

Name of Organization: _____

Responsible Party: _____

Email: _____ Phone: _____

Date: _____

The Bernard Brown Community Center (BBCC) welcomes the opportunity to serve you as a patron. Please read this entire agreement and save this document for your records. Once you have read the agreement, please contact the building manager to discuss your reservation request.

Bernard W. Brown Community Center (BBCC)

629 N. Market Street, Frederick, MD 21701

Building Manager: Adrijana Parsell, 240-578-4013 or aparsell@hacfrederick.org

RENTAL GUIDELINES

A. RESERVATION REQUESTS

All reservations are scheduled based upon first come, first serve basis. Please submit your reservation requests as soon as possible to ensure the best opportunity for availability.

B. RENTAL RATES & HOURS

	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	

\$50/hr	Early/After Hours
\$25/hr	Regular Business Hours
\$50/hr	Weekend Hours
\$100/hr	Holidays

BBCC Holidays

New Year's Day
 Martin Luther King Jr. Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day

Frederick County Fair Day (Friday during fair week)
 Veteran's Day
 Thanksgiving
 Day after Thanksgiving
 Christmas

C. FACILITY USE

1. Responsible Party

The signatory of this policy must remain in the building for the entire duration of the event and will be considered the responsible party.

2. Use of Property

Applicant shall use and occupy the rental space solely for, and only for, the purpose of conducting the pre-approved events, programs, services and directly related activities as defined in the Facility Use Request or Lease. The use of the premises shall be in such a manner as not to unreasonably interfere with the use and enjoyment of the remainder of the building by the other tenants, lessees or guests.

3. Guest Spaces

Guests must remain in common areas such as the community room and/or upstairs bathrooms. Guests are not permitted in offices or other areas, including the HeadStart playground in the back of the building. Guests are not permitted in the conference room, unless a conference room reservation has been made.

4. Signage/Advertising

No signage or advertising is permitted in common spaces, windows, sidewalks or any other areas of BBCC. Temporary signage or advertising may be used on the sidewalk, in the main entrance (not windows), and in the Community Room *during scheduled reservations*.

5. Parking

Please see BBCC Parking Map for suggested parking areas.

6. Permits & Licenses

The renter is responsible for obtaining all permits and licenses necessary for proposed activities.

7. Fire

Open flames, sparklers, etc. are not permitted on the premises at any time.

8. Hazardous Material

No hazardous material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to, any person or property or which is likely to constitute a hazard, are permitted on the premises.

9. Pets

Pets are not allowed in the building, except for service animals.

10. Wi-Fi

Free Wi-Fi is available at BBCC for all events. Wi-Fi passwords are posted in the common space areas.

D. SECURITY AND SAFETY

1. Personal Items

The BBCC will not assume responsibility for personal items brought or left in the facility by the renter or guest. Any items left behind will be donated or thrown away.

2. Right of Entry

In the event that emergency repairs are required, personnel may enter the reserved space immediately, and without notice for inspection, maintenance, repair, alteration or improvement of the space.

3. Capacity

The Community Room is approximately 35' x 33'. Occupancy guidelines allow for a maximum of 80 people for sit-down events and 160 people for standing events.

4. Exits

No portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be blocked or bolted while the facility is in use. All designated exits shall be maintained in such a manner as to be visible at all times. With the exception of emergencies, under no circumstances shall emergency exits on the second floor be used to vacate the building. If a fire alarm sounds, all persons must immediately evacuate the building through the nearest emergency exit.

5. Children

Young children attending events must be under the direct supervision of a person 16 years of age or older at all times, in all areas.

6. Building Safety

The HACF reserves the right to refuse access to any person(s) judged to be a threat to the safety, reputation or property of the Community Center and/or its occupants. Tenants and renters will cooperate with the HACF in enforcing and abiding by building rules and regulations.

E. FOOD, BEVERAGE AND PRODUCTS

1. Alcohol

Alcoholic beverages may be sold (cash bar, event ticket that includes alcohol, required donation, etc.) in the community room only if the Applicant applies for, receives and displays the proper permits as required by the Frederick County Liquor Board and assumes all responsibility. Renter/Lessee may contact the Frederick County Liquor Board at Winchester Hall, 12 East Church Street, Frederick, MD 21701 or call them at 301-600-1156. You must have and display a permit to sell alcohol. *A copy of the Liquor License must be provided at least five (5) days prior to the event.*

Alcoholic beverages cannot be served or sold at events or rentals which are primarily designed for minors under the age of 21 years. Alcohol is restricted to the community room ONLY and is NOT permitted outside the facility, lobby areas or other common spaces. It is the sole responsibility of the renter to assure that anyone consuming alcohol is of the legal drinking age – alcohol area MUST be monitored at all times before, during and after the event. If it is found that anyone underage is consuming alcohol at the event, the event will immediately be shut down and canceled. At that point, the event organizer must immediately begin clean-up procedures as directed by HACF staff. All monies, rental payments and security deposit, will be forfeited in this case.

2. Food and Beverage

Food and beverages are only allowed in community room and kitchen areas. All food must be removed from premises prior to the end of the reservation.

3. Smoking/Vaping

Smoking and/or vaping is not permitted in the building at any time.

F. SET UP / CLEAN-UP / DECORATIONS & RENTED EQUIPMENT

1. Set up

Access to the facility for setting up, including caterers and kitchen access will be during reservation hours. HACF staff will not be responsible for moving, setting up or taking down of any equipment. Applicant is responsible for all set up and breakdown.

2. Clean-up

The premises must be left in as good of a condition and repair as was found at the beginning of the rental period. This includes tables, chairs, podium, projector, cables, whiteboard, trash, dishes, decorations, wiping down the kitchen, etc. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facility AND NO LATER THAN THE END OF THE RESERVATION or you will be charged an excess fee. Any catering areas used must be cleaned and left in an "as found or better" condition. All trash must be removed from the building and placed in the appropriate trash can. All floors must be swept after use of space. If using the kitchen area, it must be cleaned including the stove/oven, refrigerator, sinks, counters, etc. Applicant must immediately take care of any major spillage. If Applicant is unable to remove spillage, HACF staff will have the area professionally cleaned at the Applicant's expense. Funds will be removed from the security deposit as necessary, for any required clean-up that does not take place.

Please see the "Clean-up Checklist" for a detailed explanation of what is expected.

3. Decorations

Applicant shall not:

- a. Cause or permit the facility to be injured, marred or in any manner defaced or changed;
- b. Place any nails, hooks, tacks, screws or other fasteners into any part of the facility;
- c. Place or permit to be placed signs or painted walls, in the windows, or in any part of the facility;
- d. Place or permit to be placed decorations such as posters, pictures or banners to any part of the facility, inside or out;
- e. Place or permit to be placed any tape on any building surface under any circumstances;
- f. Allow any open flames on the premises;
- g. Use any type of glitter, confetti, rice or birdseed on the premises;
- h. Tamper with light fixtures, thermostats, sprinkler heads or any other equipment or furnishings.
- i. Leave behind any balloons

Failure to abide by this policy may result in forfeiture of the security deposit.

4. Caterers:

Caterers must have proper licenses and liability insurance coverage. A copy of the Caterer's Certificate of Insurance be made available at least two (2) weeks prior to the catered event. All Caterer's equipment must be removed by the end of the reservation time.

G. MUSIC / SIGNAGE / MISCELLANEOUS

1. Music

Music by DJ's and/or live bands are not permitted during regular business hours. Music may be permitted before or after business hours and/or on weekends, but must be included as part of the event description in the Facility Use Request or Lease. Windows and/or doors cannot be opened if music is being played and the volume must be kept at a level that is within the City ordinances and safe for attendees.

2. Signage

Signage is not permitted in the windows or on the walls. Temporary signage may be used, during reservation times, in the common spaces, provided it does not interfere with other uses at the BBCC and does not violate the policies, restrictions or ordinances of the Frederick Historic Preservation Commission or other restrictions as stated in this policy. All signage can be displayed at the beginning of the event and must be removed at the conclusion of the event.

H. RESPONSIBILITY AND INDEMNITY

1. Conduct

The conduct of all participants and spectators while on BBCC property shall be the responsibility of the Responsible Party, who signs this policy. Responsible Party also accepts all responsibility for any injury to person(s) or property, or loss of, or damage to property or theft of personal property during the rental period or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. BBCC retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

2. Indemnity

Applicant shall release, indemnify, keep and save harmless the Housing Authority of the City of Frederick, its agents, officers or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Applicant or persons attending the event for which the premises have been rented, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Applicant of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

I. AVAILABLE SERVICES TO RENT

\$15	Projector, remote & screen	\$8/ea	White table cloths
\$10	Sound System	\$5/ea	Round (5') tables (up to 7)
\$10	Wireless handheld microphone	\$5/ea	Short (6') rectangular tables (up to 5)
\$10	Wired handheld microphone	\$5/ea	Long (8') rectangular tables (up to 3)
\$10	Lapel microphone	\$5	Podium
\$5	HDMI cable	\$5	Technology table
\$5	Audio cable	\$5	Whiteboard & markers

Advance reservations must be made for each of these items, using the Facility Use Request or Lease. If any of the technology will be used, it is highly recommended to make an appointment with the building manager prior to the event for a tutorial, to ensure that all technology is compatible. BBCC staff may not be available to assist if any technical difficulties take place during the event. *These items (except table cloths) are available at no charge for lease and employee reservations.*

As the responsible party, I have read, understood and agree to abide by the BBCC Community Room Policy.

Name (printed) _____

Email _____

Phone number _____

Signature _____ Date: _____