



## BERNARD W. BROWN COMMUNITY CENTER

### Rental Reservation Checklist

629 N. Market Street, Frederick, MD 21701

Welcome to the Bernard W. Brown Community Center! We look forward to hosting your next event. Please complete the following to make a reservation:

**1. CALENDAR:**

Check the BBCC calendar for any scheduling conflicts. 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. You can view the calendar at [www.hacfrederick.org/bwb-class-schedule](http://www.hacfrederick.org/bwb-class-schedule)

**2. FACILITY USE REQUEST FORM:**

Complete the Facility Use Request form. Fill in ALL requested information legibly and sign it.

**3. BBCC POLICY:**

Read and sign the BBCC Community Room Policy.

**4. PAYMENT & DOCUMENTS:**

Deliver payment and the following documents to BBCC at 629 N. Market St., Frederick, MD 21701.

#### **PAYMENT**

\$ \_\_\_\_\_ Reservation Fee  
\$ \_\_\_\_\_ Amenities  
\$ \_\_\_\_\_ Security Deposit  
\$ \_\_\_\_\_ **Total Amount Due**

#### **DOCUMENTS**

- Facility Use Request Form
- BBCC Policy
- Any other permits or required documents

**5. RESERVATION CONFIRMATION:**

Watch for an email confirmation to verify the completion of the reservation. The reservation is not confirmed until an email has been received.

#### **CANCELLATION/REFUND POLICY:**

*All cancellations must be submitted in writing, via email to the BBCC building manager. Voicemail messages will not be accepted as a method to cancel a reservation.*

Refunds are determined by the cancellation date:

100% reservation fee refund – 100% security deposit refund - (6) Six weeks or more from reservation date  
50% reservation fee refund – 50% security deposit refund – (3) Three to (6) six weeks from reservation date  
No reservation fee refund – No security deposit refund – Less than (3) three weeks from reservation date