

The Maryland Center for Housing

at Maple Lawn

11825 West Market Place
Fulton, MD 20759

ROOM RENTAL

A **Conference Room A:** ► Capacity 20-100
Large room has capacity for anything from a small meeting to large event. Six foot folding tables and chairs can be arranged in various configurations. Access to fully equipped kitchen.
Audio/video capabilities with drop down projection screen and HDMI input. Conference calling capabilities.

B **Conference Room B:** ► Capacity up to 10 people seated at conference table.
Medium room has a door to large conference room and can be used on its own or for overflow (food etc.) to the large conference room.

C **Conference Room C:** ► Capacity up to 15 people seated at conference table.
Audio video capabilities with 42" flat screen TV with HDMI input. Conference calling capabilities.



Member Rate:

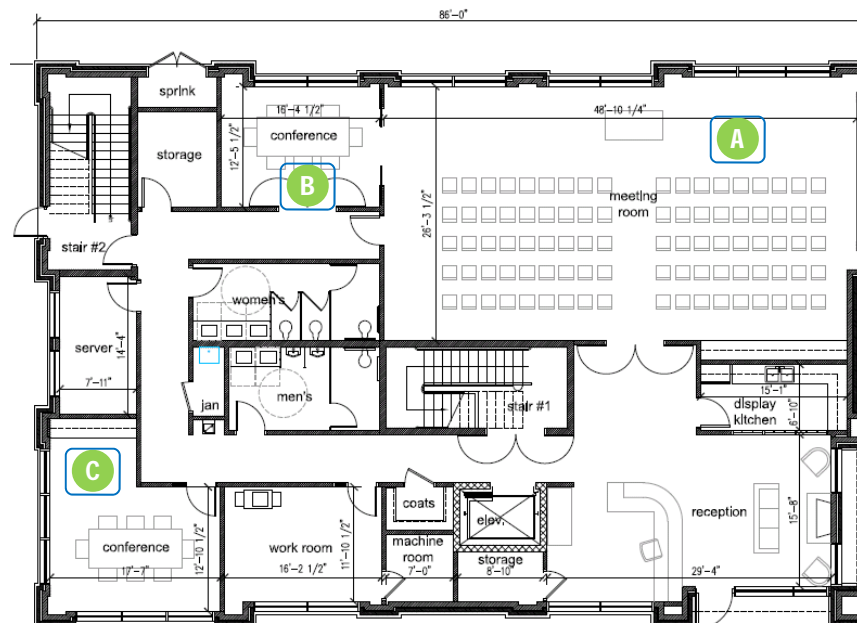
Mon – Fri 9 am-5 pm \$50/per hour
Mon – Fri 5:01 pm – 10 pm \$75/per hour
Weekends and Federal Holidays \$100/per hour

*Note: A cleaning fee will be charged if the room is not restored to its original condition or if the space has been damaged. All food, trash, containers, plates, etc. must be placed in the designated trash receptacles and removed from the room.

Non-member Rate:

Mon – Fri 9 am-5 pm \$100/per hour
Mon – Fri 5:01 pm – 10 pm \$125/per hour
Weekends \$125/per hour

Contact Becky Myers at 301-776-6242 or bmyers@marylandbuilders.org to reserve your rental.



Room Rental Guidelines

The Maryland Center For Housing is made available for use by all groups through their relationship with the Maryland Building Industries Association. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Your consideration of these policies will be greatly appreciated.

FACILITY USES

The Maryland Center For Housing was built and funded to promote the vitality and support of the real estate community. Therefore, businesses engaged in real estate related activities are given reservation preference. Meetings, parties and other social or cultural activities are permitted on an availability basis. Any group who uses the Maryland Center For Housing is responsible for ensuring compliance with the Americans with Disabilities Act of 1990 and all other applicable federal, state and local laws.

SCHEDULING POLICY

Reservations are required for all groups wishing to rent the Maryland Center For Housing. As a rental facility, the conference rooms are available for rent on any Monday through Friday. All room rental reservations are made by calling the Maryland Center For Housing at 301-776-6242.

FEES, DEPOSITS AND FORFEITURES

All fees are billed immediately after the reservation is made. Fees are payable by cash, check, MasterCard or Visa. There is no down payment process. Full payment is due within two (2) weeks after the invoice date. Fees are subject to change. All fees quoted to prospective users will be honored for the duration of the calendar year.

Users leaving facilities in a manner that requires more than customary cleaning will be billed \$25.00 per hour to cover added costs. Failure to pay will result in loss of use privileges.

CANCELLATION

Cancellations made at least six (6) months prior to the reservation date will be assessed a 20% administrative fee. Otherwise, fees are forfeit unless the room can be rented to another individual or group for the same time period, at which time an 80% refund will be issued.

GENERAL RULES AND REGULATIONS

The following rules must be adhered to: Smoking is not permitted in any part of the Maryland Center For Housing at any time.

Pot Luck is not allowed due to Public Health Food & Safety regulations. Groups may bring in water, make coffee or provide minimal snacks with prior approval by the Rental Coordinator. Groups not utilizing a caterer or having drop-off food service from an approved caterer will be responsible for cleaning the kitchen and all areas utilized, removal of table cloths, personal equipment and for assuring that the premises are in the same good condition as when the group took responsibility for the premises. This includes but is not limited to the following:

- All tables and chairs must be wiped off and clean.
- Put all disposables in heavy duty garbage bags supplied by user and removed from the premises.
- Recyclables must be placed in recyclable containers only.

All evening events must conclude in time for everyone to be out of the space by 10pm on Monday - Thursday and 11pm on weekends.

The storage of any equipment or other accessory items belonging to the users is not permitted. The Maryland Center For Housing is not responsible for any equipment or other accessory items left at Maryland Center For Housing at any time.

The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited.

No candles are permitted.

Glitter, confetti and the like cannot be used as table top decorations or for throwing.

Free, on-site parking for up to 25 cars.