

Facility Rental Information

Auditorium

1540 sq ft

Seats 78 people banquet-style (5 ft round tables – 6 people per table) Seats 81 people classroom-style Seats 120 people theater-style

Classroom 1 800 sq ft

Seats 30 people classroom-style (rectangular tables) Seats 41 people theater-style (chairs only)

Classroom 2 800 sq ft

Seats 30 people classroom-style (rectangular tables) Seats 43 people theater-style (chairs only)

Rates

Non-profit \$ 75 / hour Resident \$ 100 / hour Non-resident \$ 125 / hour

Includes

An LCD monitor with computer hook-ups A screen for alternative projection Wireless internet access Two white boards and a sink in room Classroom 2 has access to kitchen



NatureSphere 725 sq ft

Seats 52 people theater-style

Rates

Non-profit \$ 150/ hour Resident \$ 200 / hour Non-resident \$ 250 / hour

Includes

Projector for digital presentations/ movies onto dome ceiling



To make a rental reservation or for additional rental information, contact:

Marisa Olszewski, Facility Leader 410-313-0400

molszewski@howardcountymd.gov

Rates Sunday-Thursday (Minimum 4 hour rental)

Non-profit \$ 135/ hour Resident \$ 180 / hour Non-resident \$ 225 / hour

Rates Friday-Saturday (Minimum 7 hour rental)

All \$ 275/ hour

Includes

Projector and screen
Professional surround-sound system
Wireless internet access
Access to kitchen



Mezzanine Patio

Seats 160 banquet style

(5 ft round tables with 8 people per table)

Note: The patio is an outdoor space and no tables or chairs are provided by Robinson Nature Center with its rental. Tenting the space is allowed, but is not provided by Robinson Nature Center. This space is only available for rent in conjunction with the auditorium.

Rates (Minimum 4 hour rental)

Non-profit \$ 90/ hour
Resident \$ 120 / hour
Non-resident \$ 140 / hour



2200 sq ft



All fees shown include basic setup; however, additional fees may be applied based on the nature of the rental. Please contact us for additional facility rental information.



Robinson Nature Center Facility Rental Frequently Asked Questions

Q: When is the nature center open for event rentals?

A: Event rentals are permissible Wednesday through Sunday.

The nature center is open to the public Wednesday through Saturday 9 AM to 5 PM and Sunday 12 PM to 5 PM. Rentals may not begin earlier than 8 AM or end later than 11 PM.

Q: Are there additional fees for after-hours events?

A: Yes, any rental occurring outside our regular operating hours (Wednesday through Saturday 9 AM to 5 PM and Sunday 12 PM to 5 PM) will incur a \$ 50 per hour administrative fee.

Q: Is setup and cleanup time included in my rental?

A: Yes, you are allowed access to your rental space only during the hours you have paid for as indicated on your permit. All materials may only be brought in and removed during that time. The schedule for setup and take down of tent rentals for the Mezzanine Patio must be coordinated in advance. We can provide contacts for local tent rental companies at your request.

Q: Is alcohol permitted during event rentals?

A: Alcohol is permitted to be served within the rental spaces at the Robinson Nature Center with regulation of its service and consumption covered in the facility rental permit. Alcohol may only be *sold* if a temporary liquor license is obtained from the Howard County Liquor Board.

Q: Is a security deposit required?

A: A \$ 200 refundable security deposit is required for each rental space. This deposit will be returned upon acceptable condition of the rental space at the conclusion of the permitted event.

Q: What is permitted within the waiver language for a facility rental at Robinson Nature Center?

A: The following is the waiver that must be agreed to and signed by the person renting the facility:

Applicants agree to follow and enforce the policies included in this document and the "Rules and Regulations for Howard County Parks" as abbreviated from Section 19.200 through 19.211 of the Howard County Code. The applicant's responsibility extends to its participants and spectators. See the County code for penalties for violations of these sections. Priority use is given to programs sponsored by the Department.

Rules of Conduct: The applicant agrees to enforce the following rules of conduct for its participants; assumes responsibility for damage to property, and supervision and control of all participants during the use of the facility.

- 1. There must be a responsible adult present at all times.
- 2. Smoking is prohibited in the building.
- 3. Soliciting or loitering is prohibited.
- 4. Interference with employee and volunteer duties is prohibited by law.
- 5. Inappropriate or indecent conduct, harassment and /or language is strictly prohibited.
- 6. Use of illegal drugs and weapons is strictly prohibited by law.
- 7. Parking in unauthorized areas and driving or parking on field areas is prohibited.
- 8. Defacing of property (indoors or outdoors) is prohibited.
- 9. Any other conduct that may jeopardize the safety of others is prohibited.
- 10. Full compliance with the Rules and Regulations for Howard County Parks is required.
- 11. Any furnishings must be returned to their original arrangement at the conclusion of all events.
- 12. Sale of alcoholic beverages is prohibited unless a one day liquor permit is obtained and provided before date of use.

Any applicant reported to the Department for improper use of facilities or use inconsistent with the policies covered in this agreement will be suspended from the facilities. The Department reserves the right to deny, put on probation or cancel any facility agreement for any reasonable cause or violation of this agreement. Every attempt will be made to give the applicant adequate notice of any cancellation or denial.

A security deposit is required to make a rental reservation. The balance is due 30 days before the event date. The deposit will be returned upon acceptable condition of the facility by the staff after the event. Fees may be deducted for clean up and trash removal. If payment is not received by specified dates on permit, reservation will be cancelled without notification. Trash Pick-up: The Department holds the applicant responsible for collecting all trash that is accumulated during or after the event and placing it in the appropriate provided receptacles in the facility. This effort is essential for the Department to continue the maintenance of its facilities. The Department charges a \$50.00 per staff half-hour fee (\$50.00 minimum charge) for trash clean up.

Decorations: The Department holds the applicant responsible for removing all decorations. No adhesive materials shall be used on the walls or ceilings of the rental facility. This effort is essential for the Department to continue to offer a clean, appealing facility. (The Department charges a \$50.00 per staff half-hour fee (\$50.00 minimum charged) for trash clean up. Caterers: Rules and regulations must be reviewed before the event with RNC staff at 410-313-0400.

Cancellation: All rental cancellations will be charged an administrative processing fee. A written notice must be received two weeks before event date in order to refund the deposit and rental fee.

I the undersigned representing the organization/group/family, have reviewed this document and agree to inform all members of its contents and to assure that this organization/group/family enforces and follows all provisions of this agreement. I further give assurance that the organization/group/family or agency that I represent is in compliance with all applicable Federal, State and local laws, including the Americans with Disabilities Act. I understand and accept that the Howard County Department of Recreation and Parks reserves the right to require insurance for special events and waivers of liability from individual participants. On behalf of the organization/group/family, I agree to indemnify and hold harmless Howard County, Maryland, Howard County Department of Recreation and Parks, its agents and employees from any liability or claim for damages of any kind arising out of the use of said facilities or space, including theft, to the space or property located within the space, except only when such losses are solely attributable and proximately caused by the negligence of Howard County, its employees or agents. This indemnification is not to be deemed as a waiver of any immunity which may exist in any action against Howard County. On behalf of the above mentioned organization/group/family, I, the undersigned, realize that failure to fulfill my obligations to Howard County will in addition to the aforesaid obligation to indemnify, result in an immediate reimbursement of fees or expenses. This document supersedes all others relative to the permit for activities

requested by this organization/group/family.