

HOWARD COUNTY, MARYLAND REQUEST AND AGREEMENT FOR MEETING ROOM OR FACILITY USE

Pursuant to Howard County Policy and Procedure #100.11, if a government entity or private organization or individual requests use of a County Meeting Room or Facility* for their use, they must sign this document and in doing so, expressly agree to the following terms set forth herein. Please return the completed form to the Director of Finance, 3430 Court House Drive, Ellicott City, MD 21043, or fax to (410) 313-4433 at least fourteen (14) business days prior to your requested date. By signing this Agreement, the undersigned individual/organization (“User”) acknowledges and agrees to abide by all terms and conditions as set forth in this Agreement.

- (a) Safety. Use of the Meeting Rooms shall be limited to classroom or meeting-type use only and shall not be used for physical or other activities which may subject the members of the organization in attendance, County employees or County property to risk of injury or damage. Users must understand and practice sound safety procedures for activities including proper supervision of all persons and activities and proper set up and take down of supplies and equipment. Use of a Facility may include activities relating to public safety training or product demonstrations, provided that the use complies with all standards of the Maryland Occupational Safety and Health Administration (“MOSH”) and a representative of the Howard County Department of Fire and Rescue Services or the Howard County Police Department is present during use of the Facility.
- (b) Compliance with Laws. Use of the Meeting Rooms must comply with all federal, sState and local laws.
- (c) Alcoholic Beverages Prohibited. The use of alcoholic beverages in County buildings or on County property is prohibited.
- (d) Smoking Prohibited. Smoking is prohibited in any County buildings or within twenty-five (25) feet of a building entrance or air intake.
- (e) Area of Use. Use of the Meeting Rooms or Facilities is restricted to the rooms reserved or the area and activity described in this Agreement.
- (f) Number of Attendees. At no time are Meeting Rooms or Facilities to exceed the occupancy capacity posted by fire protection agencies.
- (g) Length of Meetings. Use shall begin no earlier and end no later than times approved for reserved use.
- (h) Clean-Up. Those reserving the Meeting Rooms or Facilities are responsible for clean-up of trash, food or other materials brought in by the individual or organization reserving the space. Should the County have to clean-up trash or other materials brought to the space by those reserving the Meeting Room or Facility, the User will be charged the cost of the clean-up at the hourly rate of the County employee performing the clean-up.
- (i) Set-Up. County personnel are not responsible for set up and take down of the User’s property.

- (j) Reservation Priority. County government offices, agencies, boards and commissions shall be given priority with respect to reservation of space. Applications from non-County individuals or organizations shall be scheduled on a first-come, first-served basis.
- (k) Cancellation Policy. The County reserves the right to cancel any reservation for private use of the Meeting Rooms or Facilities without prior notice should a government agency, office, board or commission need to utilize the Meeting Room or Facility or if there is an emergency requiring such cancellation..
- (l) Insurance. Howard County is not insuring any individuals or organizations for this event. The User is completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of activities related to the event, including during set-up and removal of supplies and equipment. Howard County reserves the right to require specific insurance coverage as a condition of approval if the activity involves a significant risk of personal injury or property damage.
- (m) Indemnification. The undersigned individual or organization acknowledges and agrees to indemnify and hold harmless Howard County, Maryland, its officials, employees, agents, and volunteers from and against any and all liability or claims for damages of any kind, directly arising from actions of the individual or members of the organization reserving the Meeting Room or Facility unless such damage or injury is caused solely by the negligence of Howard County, MD, its officials, employees, agents or volunteers.

Location Requested: _____

Date and Time (beginning and end) of Requested Use: _____

Describe the activities to be conducted during the event: _____

Anticipated number of attendees: _____

Special Requests: _____

Name of Individual or Organization: _____

Address: _____

Telephone Number(s): Day () _____ Evening () _____

Cell () _____ E-mail: _____

Name of Person Responsible: _____ Date: _____

Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of the Organization: _____

** This application is not intended for use of park land and facilities managed and operated by the Department of Recreation & Parks, the Department of Citizen Services, the County Courthouse or County owned or operated fire stations.*

HOWARD COUNTY USE ONLY:	
Application Approved by Director of Finance: _____	Date: _____
Application Approved by CAO: _____	Date: _____
Fees Required of Applicant: \$ _____	