



<p><b>For Office Use</b></p> <p>Date received: _____</p> <p>Time received: _____</p> <p>Initials: _____</p>
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## Rental Request Form

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zipcode: \_\_\_\_\_

Phone:(Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Area (please check) \_\_\_\_\_ # Expected Guests \_\_\_\_\_

- |  |   |                                 |
|--|---|---------------------------------|
| <u>Haymeadow Activity Room</u>   | <u>Poplar Springs Game Room</u>             | <u>Cooksville Multi-Purpose</u> |
| <u>Lisbon Activity Room</u>  | <u>Brighton Pre-School Room</u>             | ___ MPI Room                    |
| <u>West Friendship Activity Room</u>   | <u>Dayton Arts &amp; Craft Room</u>         | ___ MPII Room                   |
| <u>Patapsco Activity Room</u>  | <u>Kitchen</u> (must be rented with a room) | ___ MPIII Room                  |
| ___ Large Rental Package: Includes three Multipurpose rooms, kitchen, lounge, courtyard and one activity room (Indicate above) |   | <u>Parker Gymnasium</u>         |
| ___ No room preference, needs to seat _____ people.  |   | ___ One Court                   |
|  |   | ___ Two Courts                  |

Rental Event Description: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

*(\*\* 2 hr minimum on rentals, including your set up and clean up time)      Send to [hsites@howardcountymd.gov](mailto:hsites@howardcountymd.gov)*

**PLEASE NOTE: This is just a request form. A Gary J. Arthur Community Center, Recreation and Parks staff member will contact you within 2 business days after checking availability. Submission of this request form confirms that applicant has read and understood the policies and procedures outlined in the [Facility Rental Guide](#).**

**501C3 form required for Non-Profit Organizations seeking non-profit fee rates.**