Howard County
RECREATION & PARKS

NORTH LAUREL
COMMUNITY CENTER

Facility Rental Guide

9411 Whiskey Bottom Road, Laurel, MD 20723
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www.howardcountymd.gov/NLCC

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Commission for Accreditation of Park and Recreation Agencies
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North Laurel Community Center

Thank you for your interest in rental opportunities at the North Laurel Community Center! Many areas of the facility are available for rent during operating hours. Rental areas can be used for parties, special events, business meetings, and other activities.

Activity (Meeting) Room

- 750 square feet
- Seats up to 40 individuals
- Access to sink

Chesapeake Multipurpose Rooms

- Three rooms, each 850 square feet
- Each room seats up to 40 individuals
- Rooms may be combined to create a larger rental area
- Access to refrigerator and sink when renting Kitchen

Gymnasium

- Two regulation basketball/volleyball courts; 16,500 square feet
- 1/12 mile *(12 laps = 1 mile)*, three-lane track
- Limited bleacher seating

Savage Mill Activity Room

- 450 square feet
- Room seats up to 20 individuals

Kitchen

- Access to sink and ice machine
- Allowed use of microwave and prep tables
- Stove, oven, and serving equipment only permitted by licensed caterers

Hammond Branch Activity Room

- 950 square feet
- Room seats up to 50 individuals
- Access to sink

Pavilion

- Accommodates 100 guests at picnic tables
- Charcoal Grill
- Electrical Outlets
- Pavilion rentals are rain or shine; no refunds for inclement weather

Facility Rental Request Forms

Any individual or organization interested in renting an area of the North Laurel Community Center can fill out a Facility Rental Request Form. No requests will be taken over the phone. Requests are typically reviewed within two business days and are subject to approval based on facility and staff availability, and appropriate use. Security Deposit is due the day of the reservation. Full payment due one month prior to the event.

Policies

- All applicants must be at least 21 years of age. All requests are reviewed on a first-come, first-served basis. To make a reservation, the official Indoor Facilities Permit must be signed and a security deposit must be included.
- Facilities will not be rented for any programs similar to Community Center programs or services.
- The reservation time period shall include all preparations, activities, cleanup, and restoration. Renter's access to the areas and/or facility will be limited to the time frame requested.
- Events requiring major setup (floor tarp, lighting, etc.) should be submitted at least one month prior to the anticipated event. A detailed description of the special event activity and setup should be included with the Facility Rental Request Form. Additional fees may be assessed.
- Organizations requesting a rental may be required to provide proof of liability insurance naming the North Laurel Community Center as "Additionally Insured" for the event.
- Facility rental entitles access to the rented area only.
- If full payment is not received one (1) month prior to your event, your room reservation will be canceled.

The perfect place to hold your next event!

Hourly Rental Fees

Rentals are granted in one hour increments, with a minimum of two hours unless otherwise specified. Fees include basic setup; however, additional fees may be applied based on the nature of the rental.

In order to qualify for the Non-Profit rate, an organization is **required to submit a 501c3 form with their rental request**. Form will not be accepted after a reservation is made.

Hourly Rates

Activity (Meeting) Room	$50 / $60 (NR)
Hammond Branch Act Room	$60 / $70 (NR)
Chesapeake MP Room	$50 / $60 (NR)
Savage Mills Act Room	$40 / $50 (NR)
Kitchen	$30 / $40 (NR)
Courtyard	$65 / $75 (NR)
Pavilion	$330/$363 (NR)
Athletic Court (per court)	$75 / $85 (NR)

NR = Non-Resident

Non-Profit Rates

Activity (Meeting) Room	$40
Hammond Branch Act Room	$50
Chesapeake MP Room	$40
Savage Mills Act Room	$30
Gym	$65
Kitchen	$20
Courtyard	$55
Pavilion	$250/$275 (NR)

Large Rental Package

6 Hour Rental	$1,250

Includes the use of three multipurpose rooms, kitchen, one activity room, and patio area.

Additional Rental Fees/ Special Requests

Rentals requiring additional Community Center staff members or taking place during non-operating hours will be assessed accordingly.

Security Deposit

A security deposit is required at the time the rental reservation is made. The security deposit will be refunded after the event provided there are no violations of the Rental Agreement. At the conclusion of the rental, a walk through will be performed with the organizer.

Rental Agreement

Full payment of the rental fee is due within one (1) month of the event in order to finalize the Rental Agreement. If request is made with less than one (1) month before the event, full payment is due at the time of reservation. The Rental Agreement outlines the rental terms, policies, procedures, and fees. For larger events that require a significant payment, scheduled payments may be arranged with the Community Center Director.

General Setup & Cleanup

Your rental reservation must include your setup and cleanup time. The organizer is responsible for removal of all decorations and trash. The North Laurel Community Center will provide general setup of all rental events; however, if the setup or breakdown requires additional staff to be scheduled, the rental organizer will be responsible for the cost. The organizer is required to be on site during the rental. If additional equipment is needed for the rental event (tables, chairs, audio-visual, etc.) the rental organizer is responsible for making arrangements for rental of these items once they have been approved by facility management.

Bring family, friends, and neighbors

Security Requirements

Depending on the activity and size of the group, the Community Center will determine and may require additional security staff at cost to the rental organizer. Rental organizers may be required to bring in outside security staffing or resources. Security presence on-site shall begin at least ½ hour prior to anticipate participant arrival until the time all participants have exited the facility following the activity. The amount of security will be dictated by the attendance and activity, and at the discretion of facility management.

Fire Code Requirements

Depending on the size and type of rental activity, rental organizers may be required to submit detailed information and diagrams of facility setup and traffic flow patterns to the Howard County Fire & Rescue Department for approval. Additionally, fire department personnel may be required to be on site during the rental, or parts thereof and all personnel costs associated with such requirement are the responsibility of the rental organizer.

Changes

Any changes to the Facility Rental Request Form or Rental Agreement must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and Rental Coordinator. The North Laurel Community Center reserves the right to deny any change to the rental request or agreement.

Cancellations

Written notice of cancellation is due at least 30 days prior to the event. Additional notice may be required for larger events, as determined by the rental coordinator. If reservation is canceled more than 30 days before event, a 20% administration fee will be retained. If the event is canceled less than 30 days prior to the event, the security deposit and rental fee will be retained.

Food & Catering Policy

In an effort to meet the needs of our patrons, the Community Center has approved the following food and catering methods:

- Food and drinks may be provided and served by a licensed caterer. License number must be provided on the Rental Request Form.
- Patrons may bring in their own food and drinks. The Community Center does not accept responsibility for any dishes, cookware, etc. that are brought in.
- Alcohol is permitted and must be kept within your authorized rental area. Sale of alcohol is strictly forbidden, unless you receive a special permit through the Howard County Department of Inspections, Licenses, and Permits.
- Patrons are encouraged to view the rental areas for electric accessibility.
- Food is restricted to certain areas of the facility. Spill-proof, unbreakable water bottles are the only exception.
- Accidental spills and stains should be reported immediately to the staff to arrange for cleanup.

Inclement Weather Policy

If the North Laurel Community Center closes due to inclement weather (i.e. snow, ice), you will be completely refunded or we will make every effort to reschedule your event.

One-of-a-kind events

Facility Rental Use Policies/ Procedures

Rental organizers and guests must follow the established Howard County Department of Recreation & Parks Code of Conduct and the North Laurel Community Center Facility Use Policies. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

- Rental organizer must bring a copy of the Rental Agreement and be present during the entire event, including setup and cleanup.
- The North Laurel Community Center is pleased to comply with the Americans with Disabilities Act. All applicants must comply with all A.D.A regulations
- Upon request, a guest list shall be provided to and available at the front desk, and/or a representative of the group shall be available to assist with admittance.
- Guests of rental events may be admitted into the facility no sooner than 15 minutes prior to the start time of the rental.
- It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for their group's actions, including any damages or losses caused during rental of the facility.

Rules of Conduct

- Smoking is prohibited on Howard County Recreation & Parks property.
- Soliciting or loitering is prohibited.
- Interference with employee and volunteer duties is prohibited by law.
- Inappropriate or indecent conduct, harassment and/or language are strictly prohibited.
- Use of illegal drugs and weapons is strictly prohibited by law.
- Parking in unauthorized areas and driving or parking on field areas is prohibited.
- Defacing of property (indoors or outdoors) is prohibited.
- Any other conduct that may jeopardize the safety of others is prohibited.
- Full compliance with the Rules and Regulations for Howard County Recreation & Parks is required.

Birthday Party Packages

Children's Birthday Party

Looking for a place to hold your child's next birthday party? Our party package includes your choice of the themes listed below, set-up, tableware, and the perfect room to make your child's party the hit of the year. You provide activities, food, and cleanup. Refrigerator and freezer available on request. Party times are scheduled depending on room availability.

2.5 hrs (plus .5 hr for cleanup): $225

Themes: Princess; Sports; General Birthday

Children's Outdoor Playground Party

Check out this exciting party package that includes your choice of themes listed below, set up, tableware and private playtime for your child and birthday guests on our Outdoor Playground. You provide food and cleanup. Indoor activity room is included in package. Refrigerator and freezer available upon request. Party times scheduled on room availability.

2.5 hrs (plus .5 hr for cleanup): $250

Themes: Princess; Sports; General Birthday

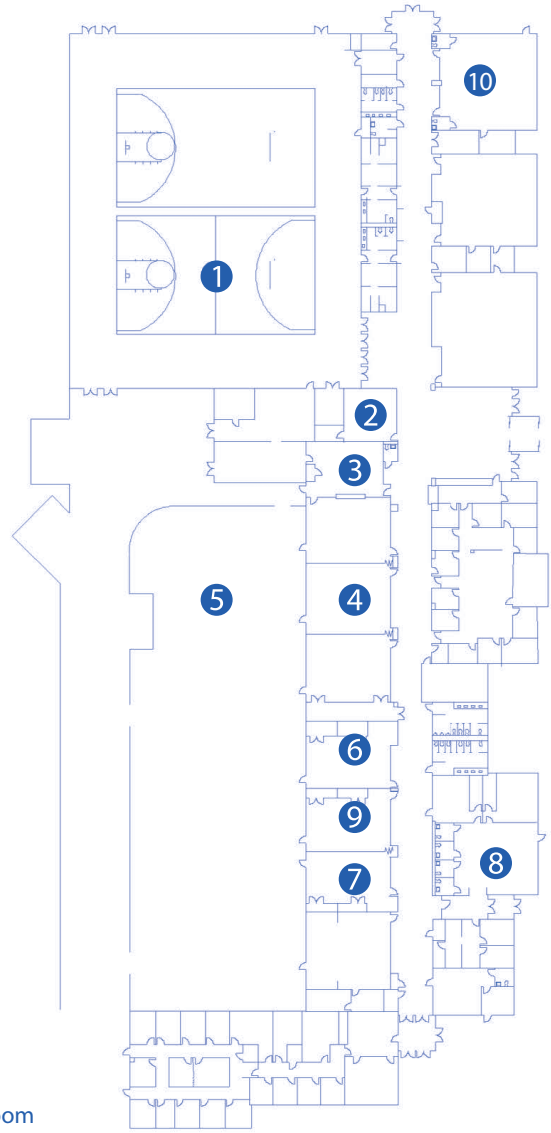
Game Room Party

Check out this exciting new party package that includes exclusive use for your child and birthday guests in our Game Room.

Indoor activity room is included in package. Refrigerator and freezer available upon request. Party times are scheduled depending on room availability.

2.5 hrs (plus .5 hr for cleanup): $275

Areas Available to Rent



Areas Available to Rent

1. Gymnasium
2. Savage Mill Activity Room
3. Kitchen
4. Chesapeake Multi-Purpose Rooms
5. Courtyard
6. Dorsey Run Activity Room
7. Deep Run Activity Room
8. Hammond Branch Activity Room
9. Game Room
10. Preschool Room

**Preschool Room (PR) and Game Room (GR) are only available as part of the corresponding birthday party packages (no rentals).*

North Laurel Community Center Birthday Package Request Form

FOR OFFICE USE:
Date received:_____
Time received:_____
Initials:_____

Birthday Child's Name: _____

Birthday Child's Age: _____

Contact Name: _____

Contact Date of Birth:_____

Address: _____

City/State/Zip:_____

_____

Phone: (Home) _____ (Work)_____

(Cell) _____

Email Address: _____

Of Children Attending: _____
(Party Package includes 20 children. Add $5 for each additional child.)

Theme Requested *(please check)*

_____General Birthday

_____Princess

_____Sports

Package *(please check)*

_____General Birthday

_____Game Room Party

_____Outdoor Playground Party

Date Requested: _____ Alternate Date: _____

Event Start and End Times:_____
Package includes 2 hours, plus ½ hour for clean-up.
(Building Hours: 8 AM-9 PM Monday-Saturday; 9 AM-6 PM Sunday)

PLEASE NOTE: This is just a request. A North Laurel Staff Member will get back to you within 2 business days after checking availability.

Return completed Birthday Package Request Forms to the North Laurel Community Center (9411 Whiskey Bottom Road, Laurel, MD 20723) or fax to 240-568-3030.

Submission of this form confirms that applicant has read and understands the policies and procedures outlined in this Facility Rental Guide.

North Laurel Community Center Rental Request Form

FOR OFFICE USE:
Date received:_____
Time received:_____
Initials:_____

Organization (If Applicable): _____

Contact Name: _____

Contact Date of Birth:_____

Address: _____

City/State/Zip:_____

_____

Phone: (Home) _____ (Work)_____

(Cell) _____

Email Address: _____

Of Expected Guests: _____

Requested Area (*please check*)

_____Activity (Meeting) Room

_____Chesapeake Multipurpose Room(s)

_____Gymnasium *(1 hour minimum on gym rentals permitted)*

_____Hammond Branch Room

_____Savage Mill Activity Room

_____Kitchen (Caterer #_____)

_____Large Rental Package

_____Park Pavilion

Rental Event Description:_____

Date Requested: _____ Alternate Date: _____

Event Start and End Times:_____
*(** 2 hour minimum on rentals, including your set up and clean up time)*
Building Hours: 8 AM-9 PM Monday-Saturday; 9 AM-6 PM Sunday

PLEASE NOTE: Please note this is just a request form. A North Laurel Community Center staff member will contact you within two business days after checking availability.

501c3 form required for Non-Profit Organizations seeking non-profit fee rates.

Return completed Rental Request Forms to the North Laurel Community Center (9411 Whiskey Bottom Road, Laurel, MD 20723) or fax to 240-568-3030.

Submission of this form confirms that applicant has read and understands the policies and procedures outlined in this Facility Rental Guide.