



50+ Center Division Rental Request Form

For Office Use
Date received: _____
Time received: _____
Initials: _____

Today's Date: _____

Organization (If Applicable): _____ Non-Profit

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: (H) _____ (C) _____ (W) _____

Email Address: _____

Requested Center *(please check)*

Requested Room(s) *(please check)*

Bain 50+ Center

Great Room(s)

Multipurpose Room

East Columbia 50+ Center

Activity Room

Small Activity Room

Elkridge 50+ Center

Connections Room

Lobby/Lounge Area

Ellicott City 50+ Center

Kitchen (Caterer# _____)

Expected Guests # _____

Rental Event Description: _____

Date Requested: _____ Alternate Date: _____

Event Time: _____

*(** 2 hr minimum on weekend rentals, including your set up and clean up time)*

PLEASE NOTE: This is just a request form. A 50+ Center staff member will contact you after checking availability.

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

Return completed Rental Request Form to the 50+ Center or email to David Irwin at dirwin@howardcountymd.gov.