

For complete rental information, policies, and procedures, please see the Facility Rental Guide

## Rental FAQs

### ***What is the security deposit?***

Rental fee = \$0-\$99	Security deposit = \$50
Rental fee = \$100-\$299	Security deposit = \$100
Rental fee = \$300+	Security deposit = \$200
Birthday party package	Security deposit = \$100
Pavilion rental	Security deposit = \$200

### ***When/how will my security deposit be refunded?***

If the rental rooms are left in satisfactory condition after your event (with no damages or extended use, and all rental policies were followed), North Laurel Community Center staff will process your security deposit refund within two business days after the event, and will mail you a receipt showing the amount refunded. If you paid the security deposit by cash or check, you will receive a refund check from Howard County's Finance Office within 2-4 weeks. If you paid the security deposit by credit card, you will receive the security deposit amount credited back onto your card within 2-3 business days.

### ***Why would the security deposit NOT be refunded?***

Your security deposit will be refunded in full, provided there are no violations of the rental policies outlined in the North Laurel Community Center Facility Rental Guide and on your Rental Agreement permit. In the past, security deposits have been forfeited or only partially refunded for extended use beyond the reservation end time, use of non-reserved rooms, and rooms being left in unacceptable condition upon completion of the event.

### ***When is payment due?***

The North Laurel Community Center **must** receive the security deposit up front in order to make a reservation. We will not hold any rental dates without payment of the security deposit. Then the full rental fee balance is due by 30 days prior to your event. If you make a reservation within 30 days of the event date, the security deposit and full rental fee are both due up front in order to make a reservation.

### ***What types of payment do you accept?***

The North Laurel Community Center can accept payment via credit card over the phone, or cash, check, and credit card at the front desk. We accept Visa, MasterCard, Discover, and American Express. Checks should be made payable to Howard County Director of Finance.

### ***Do you offer any discounts? Can rental fees be negotiated?***

All of the rental fees are outlined in the North Laurel Community Center Facility Rental Guide. Various fee structures include:

- Nonprofit organization;
- Howard County resident; and
- Non-Howard County resident.

Because fees are already discounted for nonprofit organizations and Howard County residents, other discounts are not available. Fees are consistent among equivalent Howard County Recreation & Parks facilities, and therefore cannot be negotiated.

***What is your cancellation policy?***

Cancellations must be submitted in writing to the Rental Coordinator ([thurd@howardcountymd.gov](mailto:thurd@howardcountymd.gov)). 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.

***Do I get extra time before and after my event for set-up and clean-up?***

You may access your rental room(s) 15 minute prior to your reservation start time. You must be fully cleaned up and all guests exited by your permit end time. If you require extra time before or after your event for set-up and clean-up, that will need to be included in your reservation at the regular hourly rental rate. North Laurel Community Center staff will arrange the tables and chairs per your specifications before you arrive, and you will not need to break down the tables and chairs at the conclusion of your event (you will only be expected to leave the facility in the condition it was found).

***How many tables and chairs are provided?***

The North Laurel Community Center has a limited number of tables and chairs to provide to renters, which is a factor in the number of rentals and programs we can accommodate on a given day. In general, and based on availability, we will provide the following for best fit in each room.

Chesapeake Multi-Purpose Room (each)

- 5 round banquet tables (6' in diameter)
- 40 chairs (8 chairs per table) **–OR–** 50 chairs in rows (no tables)
- 3 Mity-Lite plastic rectangular tables (6' x 2.5')

Deep Run Room

- 4 large rectangular tables (6' x 2.5')
- 32 chairs (8 chairs per table) **–OR–** 40 chairs in rows (no tables)
- 2 Mity-Lite plastic skinny rectangular tables (6' x 1.5')

Dorsey Run Room

- 12 rectangular conference tables (5' x 2')
- 30 chairs around tables **–OR–** 40 chairs in rows (no tables)

Hammond Branch Room

- 6 large rectangular tables (8' x 2.5')
- 50 chairs (approx. 8 chairs per table) **–OR–** 60 chairs in rows (no tables)

*(Continuation)*

- 2 Mity-Lite plastic rectangular tables (6' x 2.5')

Savage Mill Room

- 5 square card tables (4' x 4')
- 20 chairs (4 chairs per table) **–OR–** 30 chairs in rows
- 2 Mity-Lite plastic skinny rectangular tables (6' x 1.5')

***What do I do on the day of the event?***

When you arrive at the North Laurel Community Center on the day of your event, you will need to check in at the front desk. A front desk staff member will show you to your rental room(s) and fill out a check-in sheet that you will sign, demonstrating that the facility is in acceptable condition for your event. All of your guests will need to enter through the main entrance and front desk staff will direct them to the appropriate room(s). After your event has ended and you have cleaned up (renter is responsible for sweeping the floor, wiping down tables and removing trash), a front desk staff member will do a walk-through of the room(s) with you, and have you sign a check-out sheet.

***What is included if I rent the kitchen?***

The kitchen is commercial-grade, so there is some equipment that can only be used by licensed caterers. If you are using a caterer, we will need a copy of the license on file, and the caterer will be able to use all of the equipment (including oven, stove, warmer, and serving equipment). If you are not using a caterer but have rented the kitchen, you will have access to the sinks, prep tables, ice machine, refrigerator/freezer, and microwave only.

***What is included in the birthday party packages?***

Children's Birthday Party Package

- 2.5 hours exclusive use of the Laurel Lakes Preschool Room (or other activity room of your choosing)
  - The Laurel Lakes Preschool Room can seat 20 children at small tables and chairs, and we will set up regular-sized tables and chairs for 20 adults.
- For 20 children:
  - Paper dinner plates
  - Paper cake plates
  - Paper cups
  - Paper napkins
  - Plastic silverware
  - 1 helium balloon per child
  - Plastic table covers

Outdoor Playground Party Package

- 2.5 hours exclusive use of the Laurel Lakes Preschool Room and the gated outdoor toddler playground and picnic tables

- The Laurel Lakes Preschool Room can seat 20 children at small tables and chairs, and we will set up regular-sized tables and chairs for 20 adults.
- For 20 children:
  - Paper dinner plates
  - Paper cake plates
  - Paper cups
  - Paper napkins
  - Plastic silverware
  - 1 helium balloon per child
  - Plastic table covers

Game Room Party Package

- 2.5 hours exclusive use of the Deep Run Activity Room and adjacent Rocky Gorge Game Room (contains two billiards tables, one ping pong table, and video game system)
  - The Deep Run Room can seat up to 32 people at 4 rectangular tables (6' x 2.5').
- For 20 children:
  - Paper dinner plates
  - Paper cake plates
  - Paper cups
  - Paper napkins
  - Plastic silverware
  - 1 helium balloon per child
  - Plastic table covers

Themes: General birthday, princess, sports

***Can I rent the pavilion?***

Yes, we can rent out the pavilion from April-November based on availability. There are occasions when the number of programs and rentals in the community center and park preclude us from being able to rent the pavilion, due to parking limitations. The pavilion can accommodate 100 guests at picnic tables, and includes a charcoal grill and electrical outlets. Pavilion rentals begin at 10:00am, and must conclude by sunset. Pavilion rentals are rain or shine; there are no refunds for inclement weather.

***What does it cost to rent the pavilion?***

Nonprofit organization (in Howard County) = \$225	Security deposit = \$200
Nonprofit organization (outside Howard County) = \$250	Security deposit = \$200
Howard County resident = \$300	Security deposit = \$200
Non-Howard County resident = \$330	Security deposit = \$200

***Can I have a moon bounce, inflatables, pony rides, or other amusements?***

There is additional paperwork required for amusements, which will be due to the Rental Coordinator at least 30 days in advance of the event. You will need to inform the Rental Coordinator at the time of your initial rental request that you intend to have amusements, because necessary space will need to be

reserved. Inflatables and amusements are only allowed outdoors or in the gymnasium, depending on the type of amusement.

Required documentation:

- Howard County, MD Dept. of Recreation & Parks Permit for Amusement Attraction or Ride Including Inflatables, completed by the renter.
- The amusement company will need to complete and file the DLLR Amusement Attraction Inspection Request Form. They will need to provide the renter with a copy, and the renter will provide the North Laurel Community Center with a copy. (Deadline is 30 days prior to event.)
- The amusement company will need to provide the renter with a Certificate of Insurance showing at least \$1 million general liability insurance per occurrence, and naming “Howard County, MD, its elected and appointed officials, officers, employees and authorized volunteers” as the party insured. The North Laurel Community Center will need to receive a copy of this certificate.