



# Howard County

## RECREATION & PARKS



# NORTH LAUREL

## COMMUNITY CENTER

### Facility Rental Guide

9411 Whiskey Bottom Road, Laurel, MD 20723  
Phone: 410-313-0390 | FAX: 240-568-3030  
[www.howardcountymd.gov/NLCC](http://www.howardcountymd.gov/NLCC)



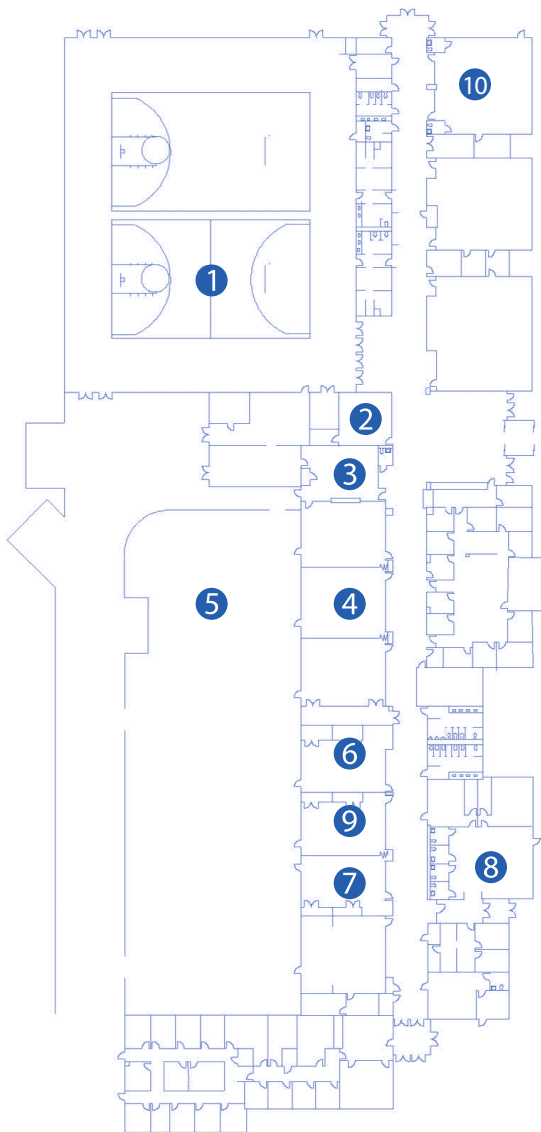
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HoCoParks  
APP



# 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).*



Chesapeake Multipurpose Room



Pavilion

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 30 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

**Courtyard**

- Outdoor space with picnic tables
- 4,900 square feet
- Must rent Multipurpose rooms to rent the courtyard
- Rental is rain or shine; no refunds for inclement weather

**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

**Audio/Visual Fee: \$40 per rental/each day**

Room	Hourly Charge (HC Residents)	Hourly Charge (Non-Residents)	Hourly Charge (Non-Profit)
Chesapeake I, II, III	\$50 (per room)	\$60 (per room)	\$40 (per room)
Hammond Branch	\$60	\$70	\$50
Savage Mill	\$40	\$50	\$30
Activity Room	\$50	\$60	\$40
Pavilion	\$330	\$365	\$275
Courtyard	\$65	\$75	\$55
Kitchen	\$30	\$40	\$20
Gym (Court I, II)	\$75 (per court)	\$85 (per court)	\$65 (per court)

\*HC = Howard County

# Rental Packages

## Large Rental Package

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

**6 Hour Rental: \$1,250 (residents);**

**\$1,350 (non-resident); \$1,150 (non-profit)**

## Children's General Birthday Party

Looking for a place to hold your child's next birthday party? Our party package includes general themed birthday products, set-up, tableware, and the perfect room to make your child's party the hit of the year. You provide activities, food, and cleanup. Party times are scheduled depending on room availability.

**2 hrs (plus .5 hr for cleanup): \$225**

## Children's Outdoor Playground Party

Check out this exciting party package that includes general themed birthday products, 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. Party times scheduled on room availability.

**2 hrs (plus .5 hr for cleanup): \$250**

## 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. Party times are scheduled depending on room availability.

**2 hrs (plus .5 hr for cleanup): \$275**

# Rental Policies & Procedures

## 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 entails sweeping, wiping tables and discarding trash in the dumpster 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.

## 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.



Courtyard



Playground

### **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.

### **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.



Gymnasium



Deep Run Activity Room

### 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.

### 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.

# 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.)*

Party Package (please check one)

Balloon & Table Cloth Color Requested (check up to four)

\_\_\_\_\_ General Birthday

\_\_\_\_\_ Red \_\_\_\_\_ Orange \_\_\_\_\_ Yellow

\_\_\_\_\_ Game Room Party

\_\_\_\_\_ Green \_\_\_\_\_ Blue \_\_\_\_\_ Purple

\_\_\_\_\_ Outdoor Playground Party

\_\_\_\_\_ White \_\_\_\_\_ Pink \_\_\_\_\_ Black

\_\_\_\_\_ Assortment

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

Event Start and End Times: \_\_\_\_\_

Package includes 2 hours, plus ½ hour for clean-up.

*(Building Hours: 8am-9 pm Monday-Saturday; 9am-6pm 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

\_\_\_\_\_ Savage Mill Activity Room

\_\_\_\_\_ Chesapeake Multipurpose Room(s)

\_\_\_\_\_ Kitchen (Caterer # \_\_\_\_\_)

\_\_\_\_\_ Gymnasium (1 hour minimum on gym rentals permitted)

\_\_\_\_\_ Large Rental Package

\_\_\_\_\_ Hammond Branch Room

\_\_\_\_\_ 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: 8am-9pm Monday-Saturday; 9am-6pm 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.*