



Howard County

RECREATION & PARKS



Facility Rental Guide

2400 Route 97, Cooksville, MD 21723
Phone: 410-313-4840 | FAX: 410-313-4846
www.howardcountymd.gov/GJACC
360 Virtual Tour: tinyurl.com/Visit-GJACC



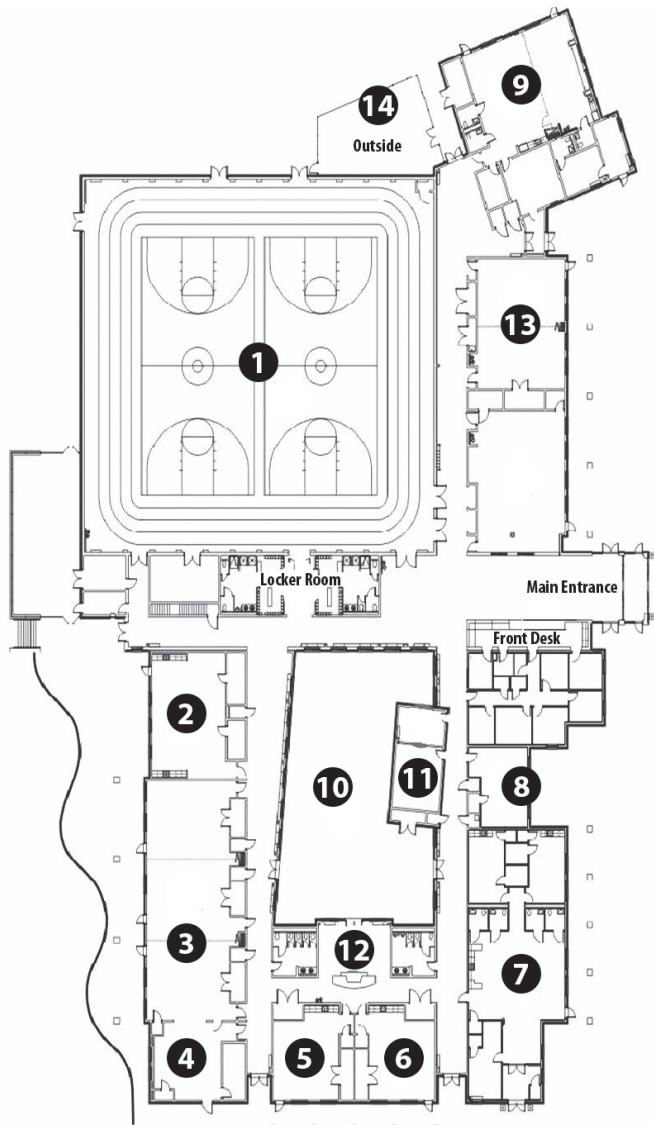
flickr



HoCoParks
APP



Areas Available to Rent



Areas Available to Rent

- | | |
|---------------------------------|----------------------------|
| ① Parker Gymnasium | ⑧ Haymeadow Activity Room |
| ② Dayton Arts & Crafts Room | ⑨ Brighton Pre-School Room |
| ③ Cooksville Multipurpose Rooms | ⑩ Cattail Creek Courtyard |
| ④ Kitchen | ⑪ Lisbon Activity Room |
| ⑤ Patapsco Activity Room | ⑫ Daisy Lounge |
| ⑥ Poplar Spring Game Room | ⑬ Roxbury Dance Studio |
| ⑦ West Friendship Activity Room | ⑭ Playground |

We Allow...

- Licensed caterers
- Event coordinators
- After-hours rentals (additional fee)
- Private rental of the parking lot
- Inflatables and other amusements
- High output electrical amperage in Gymnasium/Auditorium
- Alcohol (see page 11 for details)

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. Refunds will be returned by payment method and could take up to 30 days to process.

\$0-99	\$50	\$300-\$1,199	\$200
\$100-\$299	\$100	\$1,200+	\$300

Technology Rental / \$40 per rental*

Multipurpose Room Audio Visual

Includes: Multi-room surround sound, ceiling suspended HD projector, multiple input options, and wireless microphones

Must rent Multipurpose Room 3 for Audio Visual access.

Portable Projector Cart

Includes: LCD Projector, Bose Speakers, Blu-Ray/DVD player, built-in screen or portable screen

Connections available: HDMI (audio & video), VGA (video only), USB (flash drive)

Portable PA Speakers

Includes: Battery powered (6 hours) PA speaker with two wireless microphones, CD player

Connections available: CD (non-mp3), Mono audio

Additional charges may be applied for damage or added use. Please see the Rental Coordinator for details

We are a Windows-compatible facility; we do not provide any Apple unique cables or inputs.

Rental Packages



Children's Outdoor Playground Party

This includes 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 depending on room availability. *See individual rooms for descriptions* (pages 5-9).

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

Themes: Princess; Sports; Birthday

Children's 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 a blast. You provide activities, food, and cleanup. Refrigerator and freezer available on request. Party times are scheduled depending on room availability. *See individual rooms for descriptions* (pages 5-9).

2 hrs (plus .5 hr for cleanup): \$195

Themes: Princess; Sports; Birthday

Game Room Party

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

Large Rental Package (6 hours)

Includes the use of three multipurpose rooms, kitchen, one meeting/activity room, lounge and courtyard. *See individual rooms for descriptions* (pages 5-9).

Resident: \$1,250 Non-Resident: \$1,350 Non-Profit: \$1,150

Activity Rooms



Lisbon



Haymeadow



Patapsco



Dayton

Lisbon

The room is 310 square feet and provides a distraction-free, quiet space.

Capacity: 20 for seated lecture, 16 for seated meeting

Hourly Rate

Resident: \$40 Non-Resident: \$50 Non-Profit: \$30

Haymeadow

The room is 440 square feet with large windows facing the main entrance and rain garden.

Capacity: 30 for seated lecture, 20 for seated meeting

Hourly Rate

Resident: \$40 Non-Resident: \$50 Non-Profit: \$30

Patapsco & Dayton

Both rooms are 625-655 square feet and have a counter-top, sink, and door that leads to a covered patio.

Capacity: 50 for seated lecture, 40 for seated meeting

Hourly Rate

Resident: \$50 Non-Resident: \$60 Non-Profit: \$40

Party Rooms

West Friendship



Brighton Pre-School Room



Rooms can accommodate showers, 1st birthday parties, reunions, luncheons, and trainings.

West Friendship

The room is 1,120 square feet and has tiled floors, large front-facing windows, a private entrance and vestibule, and a private rest room. Room has complimentary Wi-Fi access, kitchenettes with microwaves. Room has easy access to the parking lot/service road.

Capacity: 60 for seated lecture, 50 for event with tables

Hourly Rate

Resident: \$60 Non-Resident: \$70 Non-Profit: \$50

Brighton

The room is 1,250 square feet and has a tiled and has large windows facing the Glenwood Library and Western Regional Park. The room has child-sized rest room, tables, chairs, play room carpets and furniture. Adult-sized chairs, tables and private rest rooms are available. Room has complimentary Wi-Fi access, kitchenettes with microwaves. Room has easy access to the parking lot/service road.

Capacity: 60 for seated lecture, 50 for event with tables, including up to 24 child sized seating

Hourly Rate

Resident: \$60 Non-Resident: \$70 Non-Profit: \$50

Multipurpose Rooms



The Cooksville rooms can be combined (2,340 square feet) to accommodate up to 160 lecture, 120 seated at tables. The rooms have a tiled floor suitable for dancing, 14' high ceilings, knee-high to ceiling windows, pendant hung lighting, and exterior door access to covered patio. Audio visual equipment is available.

Cooksville Multipurpose Room 1 (MPI)

The room is 780 square feet and has a large roll-up window and door that opens to the commercial kitchen. Room is equipped with Wi-Fi and surround sound controlled from Multipurpose Room 3.

Capacity: 50 for seated lecture, 40 for event with tables

Hourly Rate

Resident: \$50 Non-Resident: \$60 Non-Profit: \$40

Cooksville Multipurpose Room 2 (MPII)

The room is 780 square feet and is equipped with Wi-Fi and surround sound controlled from Multipurpose Room 3.

Capacity: 50 for seated lecture, 40 for event with tables

Hourly Rate

Resident: \$50 Non-Resident: \$60 Non-Profit: \$40

Cooksville Multipurpose Room 3 (MPIII)

The room is 780 square feet and has a large 120" screen with ceiling hung HD projector and AV closet to control wireless microphones and surround sound.

Capacity: 50 for seated lecture, 40 for event with tables

Hourly Rate

Resident: \$50 Non-Resident: \$60 Non-Profit: \$40

Additional Space

Poplar Spring Game Room



Kitchen



Cattail Creek Courtyard



Daisy Lounge



Poplar Spring Game Room

The Poplar room (624 sq. ft.) is equipped with table tennis and a billiards table, and all the supplies that are needed. Counter top space, a sink and flat screen TV are also amenities of this space.

Hourly Rate

Resident: \$50 Non-Resident: \$60 Non-Profit: \$40

Kitchen

The kitchen (620 sq. ft.) is located near the Cooksville rooms and connected to Cooksville Multipurpose Room I. It is equipped for heating and serving meals for large or small groups. All cooking, dishes and utensils must be supplied by the caterer and/or renter. Restrictions apply.

Hourly Rate

Resident: \$30 Non-Resident: \$40 Non-Profit: \$20

Cattail Creek Courtyard

The Courtyard (1,600 sq. ft.) is centrally located in the heart of the center, accessible from three hallways and can be used for outdoor events, with use of its LED lighting for evening events.

Hourly Rate

Resident: \$65 Non-Resident: \$75 Non-Profit: \$55

Daisy Lounge

The Lounge (280 sq. ft.) is well appointed with love seats and lounge chairs surrounding an all brick gas fireplace. This space is an ideal addition to any room rental for that extra space you may be looking for.

Hourly Rate

Resident: \$30 Non-Resident: \$40 Non-Profit: \$20

Gymnasium



Amenities

The Gymnasium consists of two individually rentable basketball courts, a three-lane walking track and retractable bleacher seating for 300 spectators per court. Perfect for basketball games or dance rehearsals, this space is ideal for those who require an indoor space with over 14,400 sq. ft. for their rental. (Courts can be configured for volleyball, basketball, and partitioned with roll down curtains.)

Seating Capacity

Full Gym: 600 for sports event, up to 1,000 for other events

Renter is responsible for tables and chairs for events needing more than 150 seats.

Hourly Rates

One Court Resident: \$75 Non-Resident: \$85 Non-Profit: \$65

Full Gym Resident: \$150 Non-Resident: \$170 Non-Profit: \$130

*Renter will be responsible for tables and chairs for events needing more than 150 seats.

Rental Policies & Procedures

Facility Rental Request Forms

Any individual or organization interested in renting an area of the Gary J. Arthur 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.

Hourly Rental Fees

Rentals are granted in one-hour increments, with a minimum of two hours unless otherwise specified. Fees include basic table/chair 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 501(c)(3) form with their rental request. Form will not be accepted after a reservation is made.

Additional Rental Fees/ Special Requests

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

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.

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 Gary J. Arthur 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 cancelled more than 30 days before event, a 20% administration fee will be retained. If the event is cancelled less than 30 days prior to the event, the security deposit and rental fee will be retained.

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 Gary J. Arthur 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.

Inclement Weather Policy

If the Gary J. Arthur 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.

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 information.
- 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.

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, 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; personnel costs associated with such requirement are the responsibility of the rental organizer.

Facility Rental Use Policies/ Procedures

Rental organizers and guests must follow the established Howard County Department of Recreation & Parks Code of Conduct and the Gary J. Arthur 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 Gary J. Arthur 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.

Gary J. Arthur Community Center Rental Request Form

FOR OFFICE USE:

Date received: _____

Time received: _____

Initials: _____

Organization: _____

Contact Name: _____

Date of Birth: _____

Address: _____

City/State/Zip: _____

Phone: (Cell) _____ (Other) _____

Email Address: _____

Of Expected Guests: _____

Requested Area (please check)

_____ Haymeadow Activity Room

_____ Poplar Spring Game Room

_____ Lisbon Activity Room

_____ Brighton Pre-School Room

_____ West Friendship Activity Room

_____ Dayton Arts & Craft Room

_____ Patapsco Activity Room

_____ Kitchen (must be rented with a room)

Cooksville Multipurpose _____ MPI Room _____ MPII Room _____ MPIII Room

Parker Gymnasium _____ One Court _____ Two Courts

_____ Large Rental Package: Includes three Multipurpose rooms, kitchen, lounge, courtyard and one activity room (Indicate above)

_____ No room preference, needs to seat _____ people.

Rental Event Description: _____

Date Requested: _____ Alternate Date: _____

Event Time: _____

Rental time includes time to setup and cleanup. Normal operation hours are 7am-9pm M-Sa and 9am-6pm Sunday

PLEASE NOTE: This is a request form. A Gary J. Arthur Community Center 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 this Facility Rental Guide.

501(c)(3) form required for non-profit organizations seeking non-profit hourly rates.

Return completed Rental Request Forms to the Gary J. Arthur Comm Ctr or fax to 410-313-4846.