



### Rental FAQs

For complete rental information, policies, and procedures, please see the Facility, Pavilions & Historic Sites Rental Guide available at the Roger Carter Community Center front desk or online at:

<https://www.howardcountymd.gov/LinkClick.aspx?fileticket=rHVYc3jZOR0%3d&portalid=0>

Rental request form:

<https://www.howardcountymd.gov/LinkClick.aspx?fileticket=ZsaQF5t-duU%3d&tabid=1952&portalid=0>

Party request form:

<https://www.howardcountymd.gov/LinkClick.aspx?fileticket=IOQcEvDjOCc%3d&tabid=1952&portalid=0>

### What is the difference between a rental and party?

A rental includes a room reservation and furniture that will be set up by staff. A party includes the room, standard furniture setup and additional party supplies. Parties have limited time frames and may include special center amenities such as the pool or climbing wall.

### What are the rental fees?

Facility	Square Feet	Capacity	Hourly Charge (HC Resident)	Hourly Charge (Non-Resident)	Hourly Charge (HC Non-Profit)
Rockwell Meeting Room	705	40	\$50	\$60	\$40
Caplan Multipurpose Room*	960	40	\$50	\$60	\$40
Oella Multipurpose Room*	1,700	100	\$75	\$85	\$65
Kitchen	N/A	N/A	\$30	\$40	\$20
Gymnasium	3,710	N/A	\$75	\$85	\$65
Large Rental Packages	Includes gym, foyer, multipurpose room		\$1250/ 6 hours	\$1350/ 6 hours	\$1150 / 6 hours

\*Audio Visual Package available for an additional \$40/per rental, per day

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

All fees are outlined in the Facility, Pavilions & Historic Sites Rental Guide. Various fee structures include:

- Nonprofit organization
- Non-Howard County resident
- Howard County resident

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. All nonprofit organizations must provide a 501c3, proving nonprofit status to gain the discounted rate.

### How much is the security deposit?

<u>If the rental fee equals:</u>	<u>Then the security deposit fee is:</u>
\$0-\$99	\$50
\$100-\$299	\$100
\$300-\$1199	\$200
\$1200+	\$300

\*Party packages are charged a security deposit using the same tier system

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

If the rental spaces are left in satisfactory condition after your event (with no damages or extended use, and all rental policies were followed), Roger Carter Community Center staff will process your security deposit refund within two business days after the event.

If you paid the security deposit by cash or check, you will receive a refund check from Howard County's Finance Office within two to three weeks. If you paid the security deposit by credit card you will receive the security deposit amount credited back onto your card within three to five business days. It can take up to two billing cycles for the refund to be posted to the credit card.

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

The security deposit will be refunded in full, provided there are no violations of the rental policies outlined on the Rental Agreement. Security deposits will be forfeited for extended use beyond the reservation end time, use of non-reserved rooms and/or equipment, and rooms/equipment being left in unacceptable condition upon completion of the event.

**When is payment due?**

A security deposit is due at the time of reservation. The remaining balance of the rental is due 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 at the time of the reservation.

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

The Roger Carter Community Center staff accepts 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. Online payments are not accepted.

**What is your cancellation policy?**

Cancellations must be submitted in writing to the Rental Coordinator 30 days prior to the event. Additional notice may be required for the cancellation of larger events, as determined by the Rental Coordinator. If the reservation is cancelled more than 30 days before the event, an administrative processing fee will be assessed equal to 20%. Cancellations requested less than 30 days to the event will forfeit the entire security deposit and rental fee.

**Inclement Weather Policy**

If the Roger Carter 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.

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

You may access your rental room(s) 15 minutes 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, it will be included in your reservation at the regular hourly rental rate. Roger Carter Community Center staff will arrange the tables and chairs per your specifications before your reservation start time and will break down the tables and chairs after your event. The room must be returned to the condition it was received.

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

The Roger Carter Community Center has a limited number of tables and chairs to provide for renters. This is determined by the number of rentals and programs we are accommodating on a given day. We will strive to provide the following for the room specified:

*Oella Multipurpose Room*

- 10 round banquet tables (72" in diameter)
- 100 chairs (10 chairs per table)

- 3 rectangular tables (72" x 30")

#### *Caplan Multipurpose Room*

- 4 round banquet tables (72" in diameter)
- 40 total chairs (10 chairs per table)
- 3 rectangular tables (72" x 30")

#### *Rockwell Meeting Room*

- 10 rectangular tables (6'x 1.5')
- 20 chairs (2 chairs per table)

Set up diagrams are available for each room, including options for dining events, meetings, and lectures.

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

When you arrive at Roger Carter 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 space is in acceptable condition for your event. Your guests will need to enter through the main entrance and the front desk staff will direct them to the appropriate room(s). After your event and after you have cleaned up, a front desk staff member will perform a walk-through of the room(s) with you, and have you sign a check-out sheet.

### **What is included with the kitchen rental?**

We have a prep kitchen, it provides access to an ice machine, a prep table, and a 3-compartment sink. If you are using a caterer we will need a copy of the license on file.

### **What type of audio and visual equipment do you rent?**

The audio and visual package is \$40 per rental, per day. The audio equipment is limited to the Caplan and Oella rooms including an auxiliary cable connection, use of Bose surround sound speakers and wireless handheld microphone, headset, or lapel microphone.

The visual equipment includes a portable LCD projector with a variety of cables to assist with input (images below of what is included). A portable 70x70 projection screen is also available in addition to the room specific amenities listed below.



RCA



HDMI



VGA



Aux or 3.5mm

Apple unique cables or inputs are not provided. If you wish to use an Apple Device the only cable we provide is a 3.5mm auxiliary input cable. We suggest that you bring your own connection cables and highly recommend the use of HDMI cables due to their simplicity. Renters are permitted to bring visual and audio equipment to use during rentals.

Included in your reservation:

- Caplan room includes a wall that serves a projection wall and is a dry erase board
- Rockwell room contains chalk board
- Oella room includes 35 feet section of dry erase panels

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

### *General Party Package*

This package is ideal for birthdays, showers or any other special occasions you're celebrating. Access the preschool playground for an additional fee. Includes set up of tables and chairs, tableware and decorations.

Party Package	All ages	\$225	2 hr party
Preschool Playground	5 yrs & under	\$40*	1 hr reservation

\*\$50/hr Non-Resident of Howard County

### *Premium Party Packages*

These packages are ideal for corporate events, birthdays and end of season team parties. Includes activity, equipment, tableware, decorations, set up and clean up.

Climbing Wall package*	5 yrs+	\$300	2.5 hr party	(limited to 20 guests)
Pool package**	3 yrs+	\$300	2.5 hr party	
Gym package	All ages	\$375	2 hr party	

\*Limited to 20 guests

\*\*Pool passes provided for 20 guests, 10 additional passes can be purchased at the front desk.

### **Where are guests permitted to park?**

Roger Carter Community Center shares parking with the adjacent neighborhood and therefore request that rental and party guests refrain from parking in designated neighborhood parking spots. There is parking in the spots surrounding the sun deck and at the rear of the center, as well as 69 parking spots in the parking garage. There is handicap parking near the main doors and along the outdoor basketball court and sun deck, there are 4 handicap parking on the third floor of the parking garage. There is overflow street parking along Ellicott Mills Drive and in Lot F of Historic Ellicott City.

### **Can I have contracted entertainment (DJ, artist, magician, clown, etc.) at my party?**

Roger Carter Community center welcomes entertainers for your event. Please inform the rental coordinator if accommodations need to be made. The renter must be present at the time of their arrival and is responsible for their conduct and any damages which may be incurred. Set up will take place during the permitted rental time. Live animals are not permitted.

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

Roger Carter Community Center does not have any outdoor space to provide for amusements therefore amusements are limited to the aquatics facility and climbing wall.

### **Can I have food delivered to Roger Carter Community Center?**

Yes. The renter or a party representative must be onsite to accept food or any other deliveries. Deliveries must take place during the permitted rental time and cannot be held on site before or after the event takes place.

### **Is alcohol permitted on the premises and/or do I need a liquor license?**

Alcoholic beverages are permitted if they are kept in the room that you have rented (no alcohol is permitted outside the assigned rented room). For consumption of alcohol all individuals must comply with the laws mandated by the State of Maryland. Howard County Department of Recreation and Parks and Roger Carter Community Center are not liable for any accidents, injuries or deaths due to the consumption of alcohol.

Selling alcohol on Roger Carter Community Center property is prohibited. A liquor license is only required if alcohol will be sold to your guests. Please visit the listed website for additional details and to access necessary forms to gain a license: <http://cc.howardcountymd.gov/Liquor-License>

Alcohol is never permitted in the aquatic facility. If there is any sign of intoxication while at the pool you and your guests will be asked to leave the center and the rental will be canceled; a refund will not be provided.