



**BERNARD W. BROWN COMMUNITY CENTER**  
**Community Room Reservation Request**  
 629 N. Market Street, Frederick, MD 21701

*Office Use Only*

<b>Rental/Amenity Payment Amount:</b>	
Check #:	
Date of Payment:	
<b>Security Deposit Amount:</b>	
Check #:	
Date of Payment:	
<b>Date of Confirmation Email:</b>	
Permits/Insurance Coverage Rec'd:	
Refund Amount:	
<b>Date of Refund Request:</b>	

*The Bernard W. Brown Community Center (BBCC) welcomes the opportunity to serve you as a patron. Please read and complete this entire document and do not hesitate to contact the BBCC building manager with any inquiries. All funds are due prior to reservation confirmation.*

**Building Manager: Becky Wallace | 240-578-4013 | [BBCC@hacfrederick.org](mailto:BBCC@hacfrederick.org)**

**Reservations and Rental Guidelines**

**A. Reservation Policies**

All reservations are scheduled based upon a first come, first served basis. Please submit your reservation requests as soon as possible to ensure the best opportunity for availability.

Reservations are made in one (1) hour increments, based on availability, and are often booked back-to-back. Please note that any time needed to set up and clean-up must be INCLUDED in the reservation time. Everything must be cleaned up and all guests must have exited the building by the end of the reservation time. Arriving early or staying longer than the reserved time shall result in a deduction of the additional time from the security deposit, and/or additional charge(s).

**B. Rental Rates and Hours**

**Monday – Friday**

\$60/hr. 6 AM – 8 AM  
 \$30/hr. 8 AM – 4 PM  
 \$60/hr. 4 PM – 10 PM

**Saturday – Sunday**

\$60/hr. 6 AM – 11 PM

**Closed Holidays\***

<b>*BBCC Holidays Observed</b>	
New Year's Day	Frederick County Fair Day
Martin Luther King Jr. Day	(Friday during fair week)
President's Day	Veteran's Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas
Independence Day	Week between Christmas
Labor Day	and New Year's Day

### C. Equipment Rental

Reservations must be made for equipment rentals. (*No refunds will be given for equipment requested but not used.*) Equipment includes television monitor, Bluetooth sound system, microphones, cables, whiteboard, podium, tables, and tablecloths. If any personally owned technology is to be used, it is highly recommended that an appointment be scheduled with the Building Manager, prior to the event, for a tutorial to ensure that all technology is compatible.

### D. Security Deposit

The security deposit cannot be combined with the payment of the reservation fee—a separate check or money order for a security deposit is required (and will be deposited) at the same time the reservation fee is paid, in one of the following amounts:

- \$200 for a non-alcohol event
- \$500 for an event where alcohol will be served

*Please make the **check or money order** payable to: **The Housing Authority of the City of Frederick (HACF)** and specify “Security Deposit” in the memo line.*

Security deposits will be returned via mail within ten (10) business days after the event if all BCC policies have been followed, the **Clean-up Checklist** has been completed, and all other criteria have been met. Security deposits are required for all leases. (No security deposit is required for employee reservations.)

*PLEASE NOTE: Security deposits will be forfeited if a group arrives early or goes past the scheduled rental time, causes damage to the BCC building or surrounding property, participates in excessive alcohol consumption, engages in physical or verbal disturbances, fighting, etc. If the cost of any repair(s) exceeds the amount of the security deposit, the Responsible Party will be billed for the full amount of the repair(s) and/or replacement of the damaged property.*

### E. Reservation Payment/Confirmation

*Before the reservation is confirmed, the reservation fee and separate security-deposit fee must be paid in full. Cash is not accepted as a form of payment. If a check is returned, the Responsible Party will be notified and must submit a new payment by money order or cashier’s check before reservation will be confirmed. Please make check or money order payable to: **The Housing Authority of the City of Frederick (HACF)**. (Separate payments must be provided for the security deposit and reservation/equipment rental fees; they cannot be combined.)*

### F. Cancellations/Refunds

*All cancellations must be submitted in writing, via email to the BCC building manager. Voicemail messages will not be accepted as a method to cancel a reservation. Refunds are determined by the cancellation date:*

- Six (6) or more weeks before event date: 100% refund of reservation fee and security deposit
- Three (3) to six (6) weeks before event date: 50% refund of reservation fee and security deposit
- Less than three (3) weeks before event date: No refunds

## G. Reservation Application

### CONTACT DETAILS

<b>Organization:</b>	
<b>Responsible Party's Name:</b> <i>(REQUIRED to be at Event)</i>	
<b>Mailing Address:</b>	
<b>City / State / Zip:</b>	
<b>Email address:</b>	
<b>Phone</b>	

### EVENT DETAILS

<b>Date:</b>	
<b>Start Time:</b>	
<b>End Time:</b>	
<b>Total number of hours:</b>	
<b># hours @ \$30/hr.</b>	
<b># hours @ \$60/hr.</b>	
<b>Total Reservation Fee Due:</b>	

### DESCRIPTION OF EVENT

<b>Number of people expected to attend:</b>	
<b>Will this event be for patrons under 21 years of age?</b>	
<b>Will alcohol be sold or served?</b>	
<b>Will participants be charged a fee and/or admission?</b>	
<b>If yes, please provide details, including amounts:</b>	
<b>Will there be live music or a DJ?</b>	
<b>Will other equipment be used?</b> <i>(Stages, tarps, displays, etc.)</i>	
<b>If yes, please provide details:</b> <i>(Advance approval is required.)</i>	

## EQUIPMENT RENTAL

Item Description:	# Available	Unit Cost	# Requested	Total Due
85" monitor with remote	1	\$15		
Sound system (Bluetooth)	1	\$10		
Handheld Microphone w/stand - wireless	2	\$10		
Handheld Microphone w/stand - wired	1	\$10		
Cables and adapters (HDMI, USBC, Mini DisplayPort, audio, etc.)	1	\$5		
Podium	1	\$5		
Technology table	1	\$5		
Whiteboard & markers w/easel (36" x 48")	1	\$5		
Round Tables (4' in diameter)	10	\$5		
Medium rectangular tables (2.6' x 6' fold in the middle)	2	\$5		
Medium rectangular tables (2.6' x 6')	2	\$5		
Large rectangular tables (2.6' x 8')	3	\$5		
White tablecloths (round and rectangular)	1 per table	\$8		
<b>Total Equipment Rental Fee Due:</b>				

## SECURITY DEPOSIT

<b>Name on check, money order or credit card:</b> <i>(NOTE: Security Deposit will be refunded to the original payee.)</i>	
<b>Amount:</b>	
<b>Address to mail refund:</b>	
<b>Total Security Deposit Due:</b>	

## FINANCIAL SUMMARY

Reservation Fee:	
Equipment Rental Fee:	
<b>(Payment #1) Total Reservation &amp; Equipment Rental Fee:</b>	
<b>(Payment #2) Total Security Deposit: (separate payment from reservation/equipment rental fee)</b>	

**PAYMENT DETAILS:**

**Check Number**

**Amount**

<b>Check/Money Order</b>	
Check/money order number:	
Name on check/money order:	

*Please make the check or money order payable to: **The Housing Authority of the City of Frederick (HACF)** and specify "Security Deposit" in the memo line.*

<b>Credit Card</b>	
Credit Card Number:	
Exp:	
CCV:	
Name on Credit Card:	

*I authorize this credit card to be charged the security deposit as well as the final outstanding amount for the reservation and equipment rental fee.*

Signature: \_\_\_\_\_

[Signatures on Next Page]

\_\_\_\_\_ I understand that all changes to this **Community Room Reservation Request** must be submitted in writing and approved by the BBCC Building Manager via email. Voicemail and other methods of communication are not acceptable.

\_\_\_\_\_ I understand that, as the signer, I am required to be at the event for the duration of this event and I am responsible for all financial implications of this event.

\_\_\_\_\_ I have read and received a copy of the **Community Room Policy** and agree to the terms and conditions.

\_\_\_\_\_ I have read and received a copy of the **Community Room Cleanup Checklist** and agree to Complete and return this checklist to a staff member.

\_\_\_\_\_ I have received a copy of the **Parking Map** and agree to communicate guidelines therein to all event attendees.

**IN WITNESS WHEREOF, THE PARTIES** hereby enter into this Agreement, each through its fully authorized signatory, as of the date first written below:

**RESPONSIBLE PARTY FOR EVENT:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_  
(if applicable)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ (mm/dd/yyyy)

**BBCC REPRESENTATIVE:**

*(on behalf of Bernard W. Brown Community Center)*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ (mm/dd/yyyy)