

The Maryland Center For Housing

at Maple Lawn

11825 West Market Place
Fulton, MD 20759

A **Conference Room A:** ► Capacity 20-55 (seated with tables) 80 (theatre style –no tables) 100 (standing) ***
Large room (approx. 26' x 48') will accommodate small meeting or large business event. Six-foot folding tables or 60" round tables and chairs are available to arrange in various configurations; audio/video capabilities (flat screen TV and/or mounted projector and screen) with HDMI input.

B **Conference Room B:** ► Capacity up to 10 people seated closely at conference table. ***
Medium room (approx. 12' x 22') with double doors opening to the large conference room for optional meeting or event overflow (food etc.) into the large conference room. Audio/video capabilities include a 55" flat screen TV with HDMI input.

Free on-site parking for up to 25 cars. Additional free parking nearby throughout the Maple Lawn community.



RENTAL RATES as of 1/1/2023

MBIA Member Rate:

Mon – Fri 9 am-5 pm \$100/per hour
Mon – Fri before or after hours \$125/per hour
Weekends are available only to members and under special circumstances. \$200/per hour

Non-member Rate:

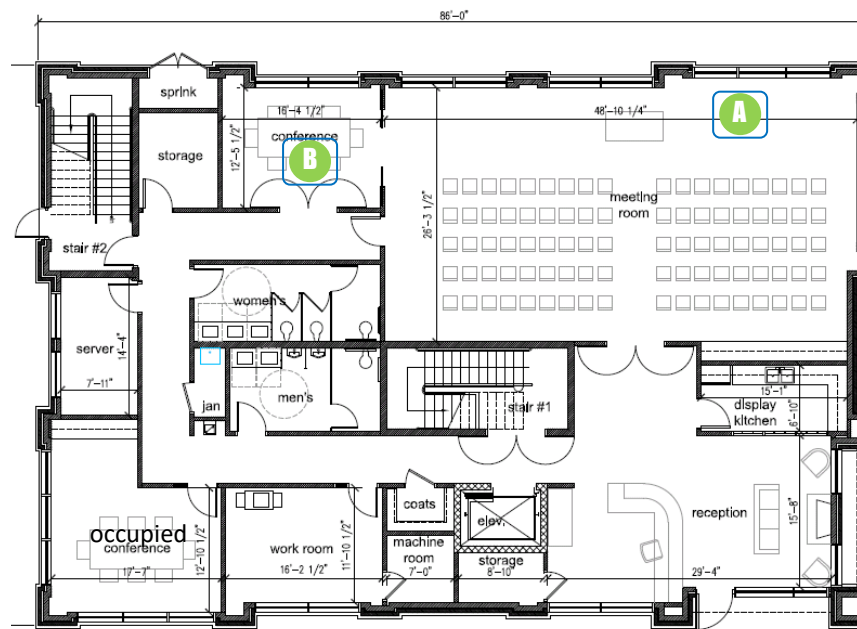
Mon – Fri 9 am-5 pm \$150/per hour
Mon – Fri before or after hours \$175/per hour

Additional Fees Apply:

- Room Set Up
- A/V Equipment Use

*Note: A cleaning fee will be charged if the room is not restored to its original condition or if the space has been damaged. All food, trash, containers, plates, etc. must be placed in the designated trash receptacles.

FIRST FLOOR CONFERENCE ROOM LOCATIONS



MAIN ENTRANCE



Effective 9/1/2023. Contact Patti Kane at 301-776-6212 or pkane@marylandbuilders.org to for information or to reserve your rental. See reverse for rental guidelines.

*** All capacity projections are without social distancing.

Room Rental Guidelines Summary

The Maryland Center For Housing conference rooms are made available for use by all groups through their relationship with the Maryland Building Industry Association. Reasonable rules for their use have been established to assure the maximum enjoyment of this facility.

FACILITY USES

The Maryland Center For Housing was built and funded to promote the vitality and support of the real estate community. Therefore, businesses engaged in real estate related activities are given reservation preference. Meetings, parties and other social or cultural activities are allowed if rooms are available but must be pre-approved. Any group who uses the Maryland Center For Housing is responsible for ensuring compliance with the Americans with Disabilities Act of 1990 and all other applicable federal, state and local laws.

SCHEDULING POLICY

Reservations are required for all groups wishing to rent the Maryland Center For Housing conference rooms. The conference rooms are available for rent Monday through Friday. Weekend rentals may be available to members under very special circumstances. To make a room rental reservation call the Maryland Center For Housing at 301-776-6212 or email pkane@marylandbuilders.org.

FEES, DEPOSITS AND FORFEITURES

All fees are billed at the time of reservation and are payable by cash, check, MasterCard or Visa. No security deposit is required for MBIA member, but in all cases full payment is due ten (10) days prior to the event date or upon execution of the facility use agreement. Fees are subject to change. All fees quoted to prospective users will be honored for the duration of the calendar year.

Users leaving facilities in a manner that requires more than customary cleaning will be charged to cover added costs. Failure to pay will result in loss of use privileges and potential legal recourse.

CANCELLATION

Cancellations made later than five (5) business days prior to the reservation date will be assessed a \$100.00 administrative fee and subject to forfeiture of the total amount of the fee unless the room is re-rented to another individual or group in which case an 80% refund may be issued.

GENERAL RULES OF USE

The following rules must be followed:

- The facility must not be used for any illegal or prohibited uses as defined by law or the Maple Lawn Commercial Association.
- Smoking is not permitted in any part of the Maryland Center For Housing at any time.
- No candles are permitted.
- The storage of any equipment or other accessory items belonging to the users is not permitted. The Maryland Center For Housing is not responsible for any loss or theft, including, without limitation, of personal belongings, equipment or other items left at Maryland Center For Housing.
- The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited.
- Glitter, confetti and the like cannot be used.
- Food and Beverage Rules —Pot Luck is not allowed due to Public Health Food & Safety regulations. Groups may bring in water, make coffee or provide minimal snacks with prior approval by the Rental Coordinator. Groups are strongly encouraged to utilize a drop off food service from a caterer or restaurant. The premises must be restored to the same good condition as when the group took responsibility for the premises. This includes, without limitation:
 - Removal of all table clothes and table and chairs must be wiped off and clean.
 - Cleaning the kitchenette and all utilized areas
 - Removal of all personal belongings and equipment, put all disposables in heavy duty garbage bags supplied by user and removed from the premises.
 - Recyclables must be placed in recyclable containers only.
- All evening events must conclude in time for the space to be vacated no later than 9pm Monday - Friday.