



HCAC EQUIPMENT DISCLOSURE FORM

Renters at the Howard County Center for the Arts (HCCA) must disclose to HCAC their intent to utilize any special equipment within the premises which is not the property of HCAC. Special equipment is considered to be anything electric, mechanical, motorized, or otherwise powered which is intended to be brought into the HCCA and be used as a consequence of a rental. Completion of this form does not guarantee the approval of the use of the listed equipment. HCAC may require the renter to sign a waiver prior to the issuing of any rental contracts. Failure to disclose all special equipment may result in immediate termination of activity and loss of rental and other fees.

Please list below all special equipment that you intend to use. If no special equipment is to be used, please note this by writing "NONE" below.
(If you need more space, use the back of this form or attach more information to this form.)

Brand	Model	Energy Used	Size/Mass/Quantity	Purpose

Renter Representative Name Printed _____ Title _____

Renter Signature _____ Date _____

HCAC Rental Guidelines

Thank you for renting space at the Howard County Center for the Arts (HCCA). The HCCA is a multi-disciplinary facility managed by the Howard County Arts Council (HCAC). Please take the time to review the following renter's guidelines, which are outlined in greater detail in the attached rental contract, to ensure a positive experience for all users of the facility.

Requesting Rental Space

- To request space, all renters must submit a Rental Request Form. While this form allows us to check the availability of dates and tentatively hold dates and times, it does NOT guarantee rental of space at HCCA, nor does it save the date.
- Requests are processed on a first-come, first-served basis with exception of our Resident Artists/Organizations, who have priority consideration for requested space over outside renters. Requests should be submitted at least eight weeks prior to requested rental date. It takes two weeks usually to process a request. The earlier requests are submitted, the better chance there is of securing space for your group.
- Rentals are not guaranteed until a contract has been issued and signed and required materials and rental deposit has been submitted by the renter.
- If you are running classes, please note it is your responsibility to inform your teachers and students of any unavailable dates and times and to cancel and/or reschedule your classes.

Rental Space & Set Up

- The contracted room(s) will be available to you only for your contracted times. The building cannot be accessed prior to its opening time for set-up. Any set-up/clean-up time must be factored into the rental time.
- Space is not provided for storage of items beyond the hours of the rental. All belongings must be taken with you at the end of the rental time.
- You may arrange the furniture to your specifications but you must leave the room as you found it, so be sure to add this time to your request. HCAC staff will try to arrange furniture if prior arrangements have been made. A set up fee may apply.
- Rooms must be cleaned up and vacated by the end of the contracted time.

After Rental Clean-Up

- Any trash must be placed in trash bags, tied and left next to the side door for the building attendant to remove to the outside bin.
- Any trash, food, used arts supplies, etc. must be swept up by the end of the contracted time.
- If contracted rental space is not sufficiently cleaned up after use, the renter may lose their security deposit in full.

Theatre Rental

- Rental groups must contract outside technicians to operate lighting, sound or projection equipment, and the equipment may not be used without prior notice.
- Only pre-approved technicians may operate lighting, sound and projection equipment.
- Use of sound & light boards or projection equipment is not guaranteed; when these items are not available it is up to the renter to pay for or bring their own equipment.
- The renter is responsible for their own equipment and ensuring that it is compatible with the theatre and its resources. A waiver will be required.
- The piano must not be moved, unplugged, or compromised in any way. Do not place any objects on the piano. Do not remove the bench.
- Use of the grand piano is NOT included in this contract, unless prior arrangements are made with the Howard County Music Teachers Association and piano rental fees are paid in advance.
- Rental of the Dance Studio is **strongly suggested** for the duration of all performances in the theatre. If the dance studio is being rented by another group during your performance time, it is understood that the dance studio and dressing rooms are unavailable and there may be noise carryover into the theatre.

Building Attendants & Other Additional Fees

- Building attendants are needed for rentals that take place before or after regular building hours. A \$10.00 per hour building attendant charge is assessed for each hour that is contracted outside of regular building hours.
- An additional building attendant fee of \$20.00 will be assessed for each hour (rounded to the next full hour) that extends beyond the times listed on the original contract. This additional building attendant fee is a separate charge, additional to any hourly facility rental incurred for use extending beyond what is listed in the original contract.
- An additional \$20.00 fee will be charged for Contract Request Forms submitted on short notice (six weeks or less for bbt or dance studio and four weeks for other rooms). Late requests are not recommended and may be declined.

Security Deposits

- Security deposits for the theatre and/or theatre equipment (light board and soundboard) must be submitted as a separate check.
- Security deposits will be refunded two weeks after event takes place as long as the facility is found to be neat and clean and in its original order and condition and all conditions of rental are met and all equipment is returned in good order.

Memo

To:
From: Dan Vellucci
CC:
Date: 9/10/2009
Re: Building Attendant Procedures

Hello,

Thank you for renting space at the Howard County Center for the Arts. As you know, rentals that run outside of regular building hours require a building attendant to be scheduled during those hours to unlock the doors and monitor the building.

Building attendant responsibilities include:

- Making sure the building is open at the start of your rental.
- Assisting you with any questions relating to the building.
- Helping to set up the room prior to/during your rental. **Please note:** *Room set-up is not guaranteed and the building attendant should remain at the front desk and may not always be able to assist once the building is open to the public.*
- Monitoring building activities and maintaining order.
- Ensuring that all members of the public have vacated the building prior to leaving the premises.
- Making sure the building is secure at the end of the night by locking the front and side doors, and checking to make sure the windows are locked.

In the event that your rental is scheduled before the regular building opening hours, and a building attendant is not present to unlock the front doors at the time indicated for your rental start time, please call me at 410-627-7857 or Wendy Meetze at 443-286-4021.

Thank you!

Dan Vellucci



Room Rental Rates and Information

Conference Room	1 hour	4 hours	8 hours	2 days	3 days	4 days	Week (5-7 days)
Other groups	\$40.00	\$160.00	\$240.00	\$400.00	\$560.00	\$720.00	\$880.00
501(c)(3) Non-profit groups	\$25.00	\$100.00	\$150.00	\$250.00	\$350.00	\$450.00	\$550.00
Classrooms/ Dance Studio	1 hour	4 hours	8 hours	2 days	3 days	4 days	Week (5-7 days)
Large Groups*:							
Non-profit or individual run workshops/lessons	\$15.00	\$60.00	\$90.00	\$150.00	\$210.00	\$270.00	\$330.00
Other	\$22.00	\$88.00	\$132.00	\$220.00	\$308.00	\$396.00	\$484.00
Small Groups*:							
Non-profit or individual run workshops/lessons	\$10.00	\$40.00	\$60.00	\$100.00	\$140.00	\$180.00	\$220.00
Other	\$15.00	\$60.00	\$90.00	\$150.00	\$210.00	\$270.00	\$330.00

*Large group rates are for workshops/lessons which are open to more than 4 attendees. Small group rates are for workshops/lessons that have a maximum possible enrollment of 4 or less attendees.

- The HCCA has three classrooms available for rent. Each classroom is approximately 20ft x 30ft, comes with tables and chairs, and has flexible seating with a maximum capacity of 25 people. Easels are also available.
- The dance studio is approximately 34' x 27', has a wood sprung floor covered with Marley flooring, windows, a mirrored wall, and permanent barres on 2 walls. Maximum capacity is 50 people.
- The conference room is a large carpeted room with windows along one wall, glass cabinets along another and a sink. Available are tables, chairs, dividing wall, podium, chalk/whiteboard, flip-chart easel, and projection equipment. The room is 17' x 65', with flexible seating and a maximum capacity of 150 people, standing.
- 501(c)(3) non-profit groups must provide a copy of their 501(c)(3) letter.
- Rentals occurring outside of normal building hours require an additional \$10/hour building attendant fee.



ROOM RENTAL REQUEST FORM

DATE: _____

TO REQUEST A ROOM RENTAL, PLEASE FILL OUT THE FORM BELOW AND EMAIL IT TO DAN@HOCOARTS.ORG OR MAIL IT TO: HCCA - ROOM RENTALS, 8510 HIGH RIDGE ROAD, ELLICOTT CITY, MD 21043 OR FAX IT TO: 410-313-2790.

ALL RENTALS REQUIRE A CERTIFICATE OF LIABILITY INSURANCE COVERING \$1,000,000 PER OCCURANCE, STATING DATE AND DESCRIPTION OF EVENT, AND LISTING ADDRESSES OF HOWARD COUNTY ARTS COUNCIL AND HOWARD COUNTY GOVERNMENT. PLEASE ASK FOR DETAILS.

ORGANIZATION NAME: _____

TYPE OF BUSINESS: NON-PROFIT* ___ INDIVIDUAL ARTIST ___ OTHER (DESCRIBE) _____

*A COPY OF YOUR 501(C)(3) LETTER FROM THE IRS IS REQUIRED FOR REDUCED NON-PROFIT RATES.

CONTACT NAME: _____ TITLE: _____

MAILING ADDRESS: _____

HOME: _____ WORK: _____

CELL: _____ FAX: _____

EMAIL: _____

PURPOSE OF RENTAL: _____

REHEARSAL? PERFORMANCE? MEETING? OTHER? **MUST BE AN ARTS-RELATED EVENT.**

NUMBER OF TOTAL PEOPLE EXPECTED AT EVENT: _____

NUMBER OF PERFORMERS/CAST MEMBERS: _____

NUMBER OF TABLES NEEDED: _____ NUMBER OF CHAIRS NEEDED: _____

IS THIS EVENT OPEN TO THE PUBLIC TO ATTEND? ___ YES ___ NO

ROOM(S) TO BE RENTED: ___ THEATRE* ___ DANCE STUDIO*
___ CONFERENCE ROOM ___ LOBBY
___ CLASSROOM # ___ DRESSING ROOMS

*THEATRE & DANCE STUDIO RENTALS REQUIRE A \$100 REFUNDABLE SECURITY DEPOSIT. A SEPARATE \$250 SECURITY DEPOSIT IS REQUIRED TO USE THE THEATRE LIGHTS, SOUND, OR PROJECTION EQUIPMENT. RENTERS MUST HAVE AN APPROVED TECHNICIAN TO OPERATE THE LIGHT BOARD/SOUND BOARD. HCCA DOES NOT PROVIDE TECHNICIANS OR TRAINING ON OUR EQUIPMENT. WHEN RENTING THE THEATRE FOR A PERFORMANCE, THE DANCE STUDIO MUST ALSO BE RENTED FOR THE DURATION OF THE PERFORMANCE

NAME OF TECHNICIAN _____ PHONE NUMBER _____

BUILDING HOURS: MON-THUR 9AM-10PM, FRI 9AM-8PM, SAT 10AM-4PM, SUN 12PM-4PM

RENTALS OUTSIDE OF THESE HOURS REQUIRE AN ADDITIONAL BUILDING ATTENDANT FEE. REQUESTED DATES AND TIMES ARE SUBJECT TO AVAILABILITY. INCLUDE ENOUGH TIME FOR SET-UP AND CLEAN-UP. PLEASE INDICATE BOTH PREFERRED AND ALTERNATE DATES. DATES LISTED BELOW ARE REQUESTS ONLY - THEY ARE NOT GUARENTEED AND WILL NOT BE HELD WITHOUT ALL NECESSARY PAPERWORK, INCLUDING CERTIFICATE OF INSURANCE.

RENTAL DATE(S): _____ RENTAL TIME(S): _____

START TIME OF ACTUAL EVENT/PERFORMANCE: _____

EQUIPMENT NEEDS:

CONFERENCE ROOM

THEATRE

___ PROJECTION SCREEN ___ PODIUM ___ LIGHT BOARD*
___ SLIDE PROJECTOR* ___ FLIP-CHART EASEL ___ SOUND BOARD*
___ OVERHEAD PROJECTOR ___ CHALK/WHITEBOARD ___ DIGITAL PROJECTOR*

*\$250 REFUNDABLE SECURITY DEPOSIT REQUIRED. APPROVED TECHNICIAN REQUIRED FOR THEATRE EQUIPMENT.

WILL YOU OR SOMEONE IN YOUR GROUP BE BRINGING SPECIAL EQUIPMENT TO THIS RENTAL?

PLEASE CHECK ONE: ___ NO ___ YES*

* IF YES, RENTER IS REQUIRED TO FILL OUT AN EQUIPMENT DISCLOSURE FORM, AVAILABLE UPON REQUEST OR FROM OUR WEBSITE AT WWW.HOCOARTS.ORG.

Office Use Only

Inquiry Date: _____

Entered in Calendar: _____

Release Date: _____

Certificate of Insurance Received: _____

Contract Sent: _____

Contract Signed: _____

R: _____

W: _____

Contract Returned: _____

Building Attendant:

Communicated Need: _____

Building Attendant: _____

Hours: _____