

HCAC RENTAL POLICIES AND PROCEDURES



Thank you for your interest in rentals at the Howard County Center for the Arts (HCCA), a multi-disciplinary facility managed by the Howard County Arts Council (HCAC). Please review the following rental policies in support of your HCAC rental contract to ensure a positive experience for all users of the facility. If you have any questions, please contact the Visitor & Facilities Services Assistant at (410) 313-2787 or visitorservices@hocoarts.org.

Requesting Rental Space

- HCCA's spaces are only available for arts-related events.
- To request space, potential renters must submit a Rental Request Form. While this form allows us to check availability and tentatively hold dates and times, it does NOT guarantee rental of space at HCCA, nor does it save the date.
- General Rental Requests are processed on a first-come, first-served basis. It is strongly advised that requests be submitted at least eight weeks in advance. Requests are required at least four weeks in advance; the earlier the request is received, the better the chance of securing space for your event. Full payment is due with the signed contract. The fees below apply for late rental and contract change requests.

Rental or Contract Change Requests Made:	Subject to a fee of:
After the Contract is signed	\$10.00
Within 4 weeks of rental date	\$20.00
Within 2 weeks of rental date	\$30.00
Week of rental	\$40.00
Within 48 hours of rental	\$50.00

- Rentals are not guaranteed until a contract has been issued and signed and required materials and rental payment have been submitted by the renter and the contract has been signed. Dates will be released if the contract and payment is not returned within **15 business days**.
- If you are hosting classes and/or meetings, please note that it is your responsibility to inform your teachers, students, and visitors of any unavailable dates and times, and any cancellations or rescheduling of your events.

Rental Space & Set Up

- The contracted room(s) will be available to you only for your contracted times. **Set-up and/or clean-up must be factored into the rental time** and must take place within regular business hours unless arrangements have been made in advance to secure extended building attendant hours through HCAC.
- Four room set-ups are available for Conference Room and Classroom rentals upon initial request:
 - **Board Meeting**
 - **Presentation**
 - **Potluck**
 - **Workshop**

If the set-up preference is indicated on the initial rental request, HCAC staff will arrange furniture into one of the four set-ups listed above. If none of the four available room set-ups meets your needs, you may arrange furniture to your specifications upon arrival. You may request staff to arrange the room in a specific set up for a \$10 fee. However, the room must be left as you found it, so be sure that additional set-up and breakdown time is reflected in your request. *A setup fee of \$20 will be assessed for requests for assistance with set-up made on the day of the event.*

- If a renter cancels for any reason, the following fees apply:

Date Cancellation Policy	
Cancellation Notice	Refund Amount
Up to 30 days	Full Refund less a \$30 Administrative fee
Less than 30 days	10% deduction plus a \$30 Administrative fee
Within one week (5 days)	Forfeit payment

- Rooms must be cleaned and vacated by the end of the contracted time.

Rental Space Clean-Up

- Tables must be wiped with paper towels and, if needed, floors must be broom swept at the end of the contract. Ask the Building Attendant for a broom if needed.

- Any trash (food, used art supplies, etc.) must be placed in trash cans and left in the hallway for the janitors to remove.
- If contracted rental space is not sufficiently cleaned after use, the renter risks forfeiting the security deposit in part or in full.
- Promptly report any room issues including, but not limited to, large spills, damaged furniture, and temperature issues to the building attendant(s) on duty.

Building Attendants

- HCAC provides a building attendant during regular building hours. However, should a rental take place outside of regular building hours, an HCAC building attendant must be requested. An additional building attendant fee is assessed for each hour that is contracted outside of regular building hours. (Calendar year 2023 rate is \$21/hour. Calendar year 2024 rate is \$22.50/hour.)
- Building Attendant responsibilities include:
 - Opening and closing the building.
 - Assisting with any questions relating to the building.
 - Assisting with room setup prior to/during the rental.
 - Monitoring building activities and maintaining order.
 - Assessing room condition before and after rentals and reporting to the Visitor Services and Facilities Assistant.
 - Ensuring that all members of the public have vacated the building prior to closing the building.

Should your event extend beyond the contracted time, an additional fee of \$30.00 will be assessed for each hour beyond the contracted time. (Please note that the \$30.00/hour fee will be assessed at ten minutes past your event's scheduled ending time and ten minutes into each additional hour.) This fee is assessed in addition to any and all space and staff fees associated with the extension.

THEATRE RENTAL

General Rules

- The theatre may only be rented strictly for performances, rehearsals, meetings, or lectures, and may not be used for set construction or painting.
- For performances in the theatre, rental of the Dance Studio is strongly suggested for use as a warm-up space, holding area, or as an additional dressing room. If another group is renting the dance studio during your performance time, it is understood that the space is unavailable and there may be noise carryover into the theatre.
- Use of the Dressing Rooms is included with the theatre rental. If the Dance Studio is occupied by another group, please be mindful of any activities taking place in the Dance Studio. Dressing Rooms must be left in the same condition as you found them.
- Do not use any tape excluding painter's tape on theatre walls or in performance, audience, backstage areas, hallway, or lobby. Only painter's tape may be used in or on the theatre.
- NEVER leave doors to HCCA propped open and unattended.
- No glitter, confetti, balloons, or pyrotechnics, candles, or open flames may be used in the theatre.
- For use of a Marley floor in the black box theater, a **fee of \$100** will be assessed.
- Before each performance, a safety speech notifying emergency exits must be given to the audience. Renters must indicate to staff who will be giving the speech.

Block Booking

Block booking is the practice of renting the theatre for consecutive days, from the time the building opens until the time it closes. The purpose of block booking is to allow the renter to store items overnight, instead of having to load in and out each day of their rental.

- A group may block book for a minimum of two days up to a maximum of seven days, depending upon availability. During a block booking rental, no other groups have access to the space.
- If a renter needs to store items in the theatre, including, but not limited to **set pieces, costumes, properties, and technical equipment**, they should block book the space. If not block booked, all belongings, items, and set pieces must be removed from the premises after each booking.

Equipment

- HCAC does not provide staff to assist with lighting or sound. HCAC lighting, sound, and/or projection equipment may be used when requested in advance, but only by pre-approved technicians and upon payment of an equipment deposit. Please be sure to indicate the names of light and/or sound technicians on the Rental Request Form and include resume(s) outlining production experience. A tutorial on the light and sound equipment with the Visitor Services and Facilities Assistant may be scheduled up to a week prior to your event upon request.

- Use of sound and lightboards or projection equipment is not guaranteed; when these items are not available, it is the responsibility of the renter to provide 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.

Grand Piano

- The grand 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. However, prior arrangements may be made directly with the Howard County Music Teachers Association (HCMTA). Please indicate your interest in using the piano on the Rental Request Form to receive contact information.
- Requests for the HCMTA Piano should be received more than 30 days prior to the date of your reservation, and payment must be received within 14 days of your reservation otherwise it will result in cancellation of the piano portion of your rental.
- HCAC staff will put you in contact with representatives of the Howard County Music Teachers Association upon request.

Set Design/Set Pieces

- Sets, set pieces, props, and costumes may not remain in the theatre beyond contracted times. If the theatre has not been block booked, nothing may remain in the theatre or any HCCA space outside of the times of rental (as indicated on the contract). This includes sets and set pieces.
- Individuals/Organizations will be charged for any damage to the floor or walls that takes place during a rental.
- If a set is used during the rental, the set design must be submitted for approval by HCAC before a contract will be issued.
- Exit Signs are not to be blocked; they must always be in view of the audience.

Security Deposits

- Security deposits for the theatre and/or theatre equipment (light board and soundboard) must be submitted as a separate check from the rental payment.
- Security deposits will be refunded within two weeks following the event, provided that the following conditions are met:
 - Rented spaces are found to be neat, clean, and returned to original order and condition.
 - Individual/organization adhered to HCAC rental policies and procedures.
 - All equipment is returned in good working order.

Howard County Center for the Arts General Rules & Regulations

The following activities are prohibited:

- Allowing any space to exceed capacity according to the rooms posted maximum occupancy.
- Conduct that is disruptive, violent, or may jeopardize the safety of others.
- Smoking, soliciting, loitering, or defacing property.
- Use of illegal drugs, intoxicants, or weapons
- Use of inappropriate or indecent conduct or language
- Interference with HCAC staff duties and responsibilities
- Interference with Resident Studio Artists or Arts Organizations at work
- Running, yelling, or other inappropriate behavior in hallways and galleries
- Tenants and guests shall not block or leave anything in or on entrances, stairways or hallways
- Eating and drinking in the galleries, black box theatre, and dance studio
- Pouring turpentine or other solvents, chemicals, clay/clay sludge and other non-water-based products down the drain
- Glitter, balloons, or confetti in the black box theatre and dance studio
- Use of pyrotechnics, candles, or open flames
- Bare feet outside of the black box theatre (when the dance floor is down) and dance studio.
- Entering the building with pets other than service animals
- Trick skateboarding or bike riding in the driveway, parking lot, courtyard, or sidewalks
- Climbing on the Benchmark sculpture
- Alcohol being sold or served.

HCAC Management reserves the right to require individuals to leave the Center for non-compliance with the above rules.

Declaration of Understanding

Please initial to confirm your understanding of the following HCCA rental policies:

- Furniture may be arranged to your specifications upon arrival but must be left as you found it, so be sure to add this time to your request. HCAC staff will arrange furniture according to one of the four seating layouts provided if prior arrangements have been made. A setup fee of \$20 will be assessed for requests made on the day of the event. _____
- Adhere to your contracted start and end times. _____
- Should your event extend beyond the contracted time, an additional fee of \$30.00 will be assessed for each hour beyond the contracted time. (Please note that the \$30.00/hour fee will be assessed at ten minutes past your event's scheduled ending time and ten minutes into each additional hour.) This fee is assessed in addition to any and all space and staff fees associated with the extension. _____
- 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. _____
- It is the responsibility of the renting organization/organization contact(s) to inform their members, guests and all involved individuals of HCAC Rental Policies and Procedures. Including weather related cancellations as well as any rescheduling or cancellation of events. _____
- No alcohol is to be sold or served. _____

Rentals of the bbt only, please initial below:

- If a renter requires a Marley floor in the black box theater, a **fee of \$100** will be assessed. _____
- If a renter needs to store items in the theatre or other space, including, but not limited to: **set pieces, costumes, properties, and technical equipment**, they should block book the space. If not block booked, all belongings, items, and set pieces must be removed from the premises. _____
- Individuals/Organizations will be charged for any damage to the floor or walls that takes place during a rental. _____
- HCAC does not provide staff to assist with lighting or sound. HCAC lighting, sound, and/or projection equipment may be used when requested in advance, but only by pre-approved technicians and upon payment of an equipment security deposit. _____
- If a set will be used during rental of the black box theatre, the set design must be submitted for approval by HCAC before a contract is issued. _____
- The bbt holds 126 total occupants. This includes staff, performers, and audience members. Please deduct any personnel from the total number of seats allowed. Adding folding chairs or sitting in the aisles are not permitted. These are laws specified by the Howard County Fire Marshal. _____
- Food and beverages are **never** permitted in the bbt. _____
- No pyrotechnics, candles or any open flames will be used in the bbt. _____
- The designated black square surrounding the piano is strictly reserved for the piano only. No items should be placed within this area. The renter must not move or use the piano without obtaining prior written approval from the HCMTA. Any authorized use or movement of the piano may result in additional charges or penalties. The piano is considered an asset, and any damage caused to it within the black square or elsewhere during the rental period will be the sole responsibility of the renter. _____

I have received and agree to HCCA's Rental Policies and Procedures:

Name _____

Organization _____

Date _____

Please include the above signed agreement with your Rental Request form and keep a copy for your records.

Howard County Arts Council | 8510 High Ridge Road, Ellicott City, MD 21043
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