

Havre de Grace Colored School Museum and Cultural Center, Inc.

555 Alliance Street
Havre de Grace, MD 21078
Office: (410) 939-1839
Cell: (443) 939-0366



BUILDING USE/RENTAL APPLICATION

Complete this form and return it at 30 days before your meeting/event. Mail or drop it off to the address above or email it to hdgcoloredschool@gmail.com. A staff member will respond. Inquiries may be made by phone or email to the Office Project Manager, 443-939-1839. Feel free to leave a message and your call will be returned.

Information:

Name of Organization _____

Mailing Address: _____

Website Address (if applicable) _____

Date(s) Requested: _____

Purpose for Meeting/Event _____ (check one) Private Public

Time (including setup and clean up): _____ a.m./p.m. to _____ a.m./p.m. Total hours: _____

Projected Number of Attendees/Participants _____

Space/ Number of Rooms Desired: _____ (rooms and fees on back)

Additional Information/Needs/Notes to include furniture and setup. _____

Please note that our historic facility has some space and parking limitations. Additional parking is available on adjacent streets.

Applicant _____

Point of Contact (if different): _____

Email Address: _____

Cell Phone Number: _____ Alternate Number: _____

Notes: Set up and clean up are the responsibility of the organization. Trash must be removed, and room(s) must be returned to the original setting. You will be held liable for destruction or damage to artifacts or property. There is to be no smoking in the building. General liability insurance/homeowners' insurance is required. The HCSMCC will be held harmless for any injuries or accidents that occur during your use of the building. Payment is due in full upon confirmation of your request. Payment is transferrable but nonrefundable. Cancellations less than 48 hours prior to the event/meeting date are nonrefundable.

Signature _____ Print Name _____ Date _____

For office use only:

Date received _____
 Confirmed Denied

Proof of Insurance: Policy # _____ Company: _____

Fee Assessed: \$ _____ d/m/ly Payment Type _____ Date _____ Authorized By _____

Rental Fees:

Area	0.5 – 4 Hours	4.5 - 8 Hours
Meeting Room (1-6 people)	\$25	\$35
Meeting Room (8-30+ people)	\$30	\$45
Multi-Purpose Conference Room (Large group)	\$75	\$150
*Including projector and screen	*\$100	*\$200
Kitchen (sink, counter, and refrigerator only)	\$10	\$20
Lobby Meeting Room	\$25	\$35
Grounds (parking lot)	\$50	\$100
Additional fees will be applied for pre and post use for setting up, deliveries, etc. (see h)		

Notes: Chairs, meeting tables, four 6-foot rectangular tables, and 4 round cocktail tables are available on a first come, first served basis. Additional furniture needs are the responsibility of the Applicant/organization. Advance setup may be arranged, subject to cost and availability of staff and space.

Rules:

- a. Proof of general liability insurance/homeowners' insurance may be required, subject to meeting type, public or private.
- b. Payments can be submitted by mail, in person, via CashApp-\$coloredschool, or via PayPal - www.hdgcoloredschool.net.
- c. The Applicant must be present during the entire event.
- d. The Applicant and organization will be responsible for any damage to property or artifacts.
- e. No holes are to be made in the walls. Tape and decorating supplies must be removed from walls without damaging drywall. Drywall repairs will be charged to the Applicant. All balloons and/or confetti must be removed.
- f. Adult supervision is mandatory for all functions at which children and teenagers 18 and under are present.
- g. The Applicant releases the HCSMCC, Inc. from all responsibility for any loss or damage suffered by a guest and agrees to indemnify the HCSMCC from any claim for damage made by a guest.
- h. After each activity or event, the premises will be left in a good and clean condition so that the HCSMCC is in the same condition as it was prior to use. All food, personal items, and trash must be removed from the premises, including exterior areas of the building, before departure.
- i. All HCSMCC furniture must be returned to its proper place.
- j. Prior permission is required to have additional furniture delivered in advance and/or stored overnight.
- k. Loud music, disturbing noises, or any act interfering with the quiet enjoyment by others present at the HCSMCC and in the surrounding community is not permitted. The Applicant is responsible to ensure that their use of the facility shall at no time be allowed to become rowdy or uncontrollable.
- l. The kitchen facility is not available for cooking or food preparation. Health Department standards classify that the facility can be used for catering purposes only (i.e., warming, serving, and temporary storage of food and drinks). **Grilling of any kind is prohibited. Outside grilling may be permitted if written permission is granted when agreement is signed.**
- m. There is to be no adjustment to the thermostat.
- n. **If alcohol is to be served, the Applicant is required to provide appropriate licenses prior to the event. No one under the age of 21 can be served or allowed to consume alcoholic on the premises.**
- o. Smoking is not permitted in the building.