

**BlackRock Center for the Arts
Germantown, Maryland
Facility Rental
Rules & Regulations**

Reservations & Information (301) 528-2260

1. **HOURS OF RENTAL** – BlackRock Center for the Arts facility rental is available seven days a week from 9:00 a.m. to 11:00 p.m. depending upon availability and scheduled events. Facilities will not be rented during official holidays. Check with the administrative office for the official holiday dates.
2. **RESERVATIONS** – A tentative reservation may be placed on a desired room. The tentative reservation must be confirmed within fourteen (14) days with the required payment. The required payment is 50% of the rental fee. The remaining 50% of the rental fee along with a refundable security deposit must be paid forty-five (45) days prior to the scheduled event.
3. **PAYMENT** – Checks should be made payable to the BlackRock Center for the Arts (BRCA). The check face must have complete name, address and telephone number of the individual or organization making the payment. Second party checks will not be accepted. Payment can be made by cash, money order, or personal, check forty-five (45) days prior to the function. **Mail Payment to: BlackRock Center for the Arts, Accounting Office, 12901 Town Commons Drive, Germantown, MD 20874.**
4. **CANCELLATION OF EVENT** – If it becomes necessary to cancel a reservation, it must be canceled forty-five (45) days prior to the function. Fifty (50%) percent of the reservation is non-refundable if cancelled less than forty-five (45) days prior to the event. After that date, the entire rental payment is non-refundable. Every effort will be made to accommodate rescheduling, however a \$100 rescheduling fee will be charged.
5. **RESERVATION TERMINATION** – Management or an authorized representative of BlackRock reserves the right to terminate reservations for any area during the conduct of any scheduled activity if it is deemed that activities endangering the health and safety of patrons or interfering/infringing on the rights of others are taking place, or if furnishings or facilities are incurring damage as the result of the usage.
6. **ALCOHOLIC BEVERAGES** – No alcoholic beverages of any kind are permitted on BlackRock or the adjoining county property, except by special permit.

Extreme caution is strongly urged in the serving and consumption of alcoholic beverages. By Maryland State Law, NO PERSONS UNDER THE AGE OF 21 MAY CONSUME ALCOHOLIC BEVERAGES.
7. **AUDIO/VISUAL EQUIPMENT** – BlackRock is able to provide a limited amount of audio/visual equipment, at no charge. When requested with adequate advance notice, available equipment will be reserved.
8. **CAPACITIES** – Please do not exceed capacities outlined on the Facility Rates & Dimensions Sheet. This will result in fire code violations and cause BlackRock staff to terminate event.

9. **DECORATIONS/FLYERS/SIGNS** –All decorations are to be free standing. The use of nails, tacks, tape of similar materials to affix decorations is prohibited. Posting of bulletins, schedules, posters and announcements, etc. concerning the scheduled meeting shall be limited to official bulletin boards and will require prior approval of the building facility manager.
10. **FURNITURE** – No furnishings from the BlackRock facility (i.e. tables, chairs) may be used outside. Clients are welcome to use tables and chairs available within the facility’s inventory. Furnishings are not to be moved from one room to another unless authorization is obtained from BlackRock staff. Furnishings must be returned to the room from which they were taken immediately after the function. If special equipment is required, it must be rented through an outside vendor.
11. **INDEMNIFICATION** – In consideration for the use of the meeting room/facility, the person/organization and/or its representative agrees that:
 - a. It will pay for all damages to any property of the BlackRock Center for the Arts resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the named person or organization or any of its invitees.
 - b. It will hold harmless and indemnify BlackRock Center for the Arts from and against any and all liability that may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the meeting/event.

It is understood that BlackRock Center for the Arts assumes no responsibility whatever for any property placed in the facility in connection with a meeting/event and that BlackRock Center for the Arts is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of a meeting/event. In signing this application, the person and or organization and/or its representative agrees to abide by all of the regulations on the Rules & Regulations sheet.

BlackRock Center for the Arts also reserves the right to require clients to provide proof of general liability insurance for any event being held at the BlackRock Center for the Arts facilities. The amount of insurance is based upon the type of event taking place.
12. **MUSIC & SOUND** – Music and noise must comply with the requisite Montgomery County noise ordinance and not disturb other functions at BlackRock.
13. **PARKING** – BlackRock will have 80 parking spaces in its lot adjacent to the north side of the facility. Parking is also available in the shopping center lots. At no time, should any car be blocking a fire lane. Those in violation of local ordinance are subject to be ticketed and towed at the owner’s expense.
14. **SMOKING** – Montgomery County code and the policies of BlackRock prohibit smoking or the use of tobacco products within the building. Smoking outside the building must be restricted to designated areas if on BlackRock’s grounds.
15. **PUBLIC SAFETY** – BlackRock is obligated to adhere to the State of Maryland and Montgomery County Fire Codes. Renters are prohibited from placing items in corridors or blocking emergency exits. Clearance must also be maintained around sprinkler heads and nothing may be attached to them. Also, the use of flammable material, open flames or other such devices are prohibited.
16. **SECURITY DEPOSIT** – Damage to the building or failure to follow any of the rules & regulations may result in the partial or total forfeiture of the renter’s security deposit. Refundable deposits are made in the form of a check within seven (7) days after the date of the function. At the discretion of the building facility manager, the security deposit may be increased or decreased if it is felt that the reservation is of such a nature those cleaning or additional services may or may not be needed.

17. **REFRESHMENTS** – Light refreshments are allowed in meeting rooms. BlackRock does not furnish coffee urns, dishes or other equipment. **Meeting room users are responsible for cleaning up after their meeting.**

18. **OUTSIDE EQUIPMENT**– Equipment belonging to another organization or group using the facility may not be stored in the building between meetings. BlackRock will not be responsible for any equipment belonging to a caterer or a rental firm. All equipment, including rental items are to be removed from the facility immediately after a function. Please mark your equipment accordingly.

**BlackRock Center for the Arts
Germantown, Maryland
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Catering Rules & Regulations**

FAILURE TO ABIDE BY THE FOLLOWING RULES WILL RESULT IN ADDITIONAL CHARGES FOR YOUR CLIENT AND EXCLUSION OF YOUR FIRM FROM THE APPROVED CATERER'S LIST AT BLACKROCK.

BEVERAGES – Beverage stations, raw bars or any other moisture problem activity are to be set-up in designated areas only. The caterer is required to provide protection for the floor.

CLEANING– Cleaning of the facility by the caterer will consist of the following:

- Food preparation areas, function areas and associated public areas will be swept, mopped and/or vacuumed. Equipment will be provided by the facility. All equipment will be returned to the original storage area after use.
- Exterior grounds (parking lots, grass areas and associated public areas) will be left free of any trash or debris that may have accumulated as a result of the catered function.
- All trash is to be removed from the buildings and grounds and placed in the designated dumpster in trash bags. The facility does not provide trash bags.
- Any facility furnishings used by the caterer during the function will be wiped clean and left in the original condition and place.
- All decorations brought into the facility for a function are to be removed.

DELIVERIES – Deliveries are to be made in the designated areas only. Caterers are to provide their own dollies and/or hand trucks. Caterers will load and unload from the ramp or sidewalk area.

FOOD – Food should be delivered to the facility ready to be served. On-site cooking is not permitted. Preparation kitchens are located in the facility. Prior arrangements must be made to assure availability.

FURNITURE – Furnishings belonging to BlackRock are not to be removed from any facility for any reason. The facility staff will setup, move or re-arrange any furniture belonging to BlackRock, prior to the event. The caterer or client must provide furnishings needed for the exterior of the facility. Please do not place items against the walls.

INSPECTION – An inspection of the facility and grounds will be jointly conducted by the facility manager and the catering manager to insure that all problem areas have been addressed and the cleaning is satisfactory.

RENTAL EQUIPMENT – Delivery of equipment prior to a function must be made with prior arrangement. BlackRock will not be responsible for any equipment belonging to the caterer or a rental firm. All catering equipment, including rental items is to be removed from the facility immediately after a function. Please mark your equipment accordingly.

RESERVATION PERIOD – Caterers are not permitted to enter the facility until the time listed on the reservation form. All activities will be completed within the allotted time, unless the client wishes to reserve additional hours.

Directions to BlackRock Center for the Arts

From I-270 Frederick & Western Maryland

Take I-270 S.
Take Exit 15B (MD-118 South)
Keep Right at the fork in the ramp
Merge onto MD-118 South/Germantown Rd.
Continue for 3/4 mile until Middlebrook Rd.
Turn Right onto Middlebrook Rd.
Make 1st Right into shopping center (Century Blvd.)
Travel for two short Blocks and turn left
BlackRock Center for the Arts will be on your right
Parking is located behind the facility

From I-95 Baltimore

Take I-95 S.
Take the I-495 W Exit – Exit Number 27 Towards Silver Spring
Keep right at the fork in the ramp
Merge onto Capital Beltway
Take the I-270 N exit – Exit Number 35 towards Frederick
Take Exit 13B (Middlebrook Rd, West)
Cross the well marked MD. Route 118
After crossing Rt. 118, make 1st right into shopping center (Century Blvd.)
Travel for two short Blocks and turn left
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From the South

Take I-95 N to the Washington Beltway, I-495.
Go North, toward Baltimore.
Stay to the left once you cross the Potomac River and take I-270 N
Take Exit 13B (Middlebrook Rd, West)
Cross the well marked MD. Route 118
After crossing Rt. 118, make 1st right into shopping center (Century Blvd.)
Travel for two short Blocks and turn left
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