



MEETING ROOM POLICY

The mission of Maryland Nonprofits includes serving the nonprofit community by, among other things, offering free meeting space to our nonprofit organization members. Member organizations, who agree to observe the Meeting Room Policies and whose activities will not adversely affect Maryland Nonprofits' operations or nonprofit status, can use the meeting space to hold meetings, social gatherings that have a programmatic purpose, conferences, and present speakers and seminars. There is no fee for use of the space, however all usage must comply with the following:

- ***All activities must be directly related to the governance and operations of the organization in pursuit of its mission. Usage rights are not transferable to staff, volunteers, or board members for any other purposes.***
 - ***A representative of the organization MUST be present during the entire duration of usage and the organization is responsible for greeting and directing guests to the conference room. General office space of Maryland Nonprofits is not to be used as a waiting or staging area unless special arrangements have been made in advance.***
 - ***Meeting Rooms may not be used for purely social purposes or as the sole or primary location to conduct the regular business operations of the Organization.***
 - ***Meeting Rooms cannot be used for events for which there is a charge to the participants.***
 - ***Organizations may not collect admission fees, sell products or services, or conduct other direct fund-raising activities.***
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Using the Rooms

1. **Permission.** Maryland Association of Nonprofit Organizations (hereinafter, Maryland Nonprofits) agrees to allow your organization (named below) to occupy Maryland Nonprofits' Facility for the event described below, and for no other purpose. The Facility includes the following areas: Maryland Nonprofits Training Room (or rooms), restrooms located in the hallway, kitchenette, and the entry area. The Organization is responsible for ensuring that non-Facility spaces are not entered during the event, unless event attendees are accompanied by a Maryland Nonprofits' staff member. Those spaces include: Maryland Nonprofits' office spaces on the second floor in the Baltimore office and on the third floor in the Silver Spring office.
2. **Meeting Room Reservation:** Dates requested by the Organization are not considered firm until the Organization receives an approval from Maryland Nonprofits that the event is scheduled for the date requested.

In order to ensure equal opportunity for all of our members to utilize this benefit, the following policies apply:

- **Meeting Room can be reserved no more than 4 times per month.**
- **An organization may only have up to 4 future reservations at a time.**

To reserve a room in either Baltimore or Silver Spring, Organization must contact: Reine Savdie, Administrative Associate: rsavdie@mdnonprofit.org; 410-727-6367 or 301-565-0505 (main numbers)

Keys should be picked up in the office you plan to use.

- 3. Premises:** It is agreed that the Organization shall take the premises as it finds them and further that the Maryland Nonprofits assumes no responsibility for any property that the Organization, its guests, or invitees place or bring to the Facility.

Organization must leave the room in good order. All trash should be bagged and taken to the dumpster in the rear of the building. *(unless it is a small amount of non-food trash that fits easily within the provided trash containers)* Recyclable materials must be placed in recycling containers. Tables must be wiped down, as well as the kitchen, if you used it. All furniture must be placed in the proper position according to the posted room configuration diagram. All spills must be promptly cleaned, including the carpeted space. (Carpet sweeper is located in the closet in the small conference room) Maryland Nonprofits reserves the right to assess a cleaning &/or room set-up fee of no less than \$50 if the premises are not cleaned or returned to good order. If on arrival, the room is not in good order, call 410-727-6367 and leave a message stating so.

Initial

Equipment: Maryland Nonprofits does not provide any AV equipment. Organization is responsible for providing its own AV and/or presentation materials. Rooms do have easels available, but no pads, markers, or other presentation materials.

- 5. Damages:** Organization shall be responsible for the payment of any and all damages to the building, furnishing, fixtures, or equipment whether caused by the Organization or his/her employees, agents, representatives, or guests. Damage to the premises shall be at the expense of the Organization.
- 6. Event Programs:** Any program which mentions Maryland Nonprofits must be approved by the CEO of Maryland Nonprofits prior to the event and cannot be distributed unless the Organization has obtained such approval. Any use of the Maryland Nonprofits' logo must be approved by the CEO of Maryland Nonprofits and in a format approved by the CEO. Any publicity must carry the name and telephone number of the Organization sponsoring the event. Maryland Nonprofits may not be identified or implied as a sponsor. Permission to use the room does not constitute nor imply a statement of support by Maryland Nonprofits for the Organization or for the content of the meeting.

7. **Parking:** Street parking is available in the general area; garage and meter parking is available at the Silver Spring office. Maryland Nonprofits' Baltimore office also has a parking lot adjacent to the building. Maryland Nonprofits makes no guarantees regarding the fees or availability for parking in the vicinity of our buildings.
8. **Catering/ Soft Concessions:** Food and drinks will be allowed in the classroom and kitchen area of Maryland Nonprofits ONLY. All catering costs are the sole responsibility of the Organization. If the Organization would like to have Maryland Nonprofits' do-it-yourself (DIY) coffee service, the charge is a flat rate of \$15.00, payable in advance of the event. The DIY coffee service includes instruction/ assistance if needed, coffee, tea & supplies (cups, stirrers, creamer, sweetener & napkins) for pots of coffee and hot water. It does not include Keurig pods, plates, bowls or plastic utensils.
9. **Personal Items.** Maryland Nonprofits is not responsible for lost or stolen personal belongings. All personal belongings must be removed by the Organization upon termination of event. Maryland Nonprofits is not responsible for personal property left at the premises after Organization's event. All property and/or equipment remaining on Maryland Nonprofits' premises after the conclusion of the event must be removed within five (5) business days. Property remaining after five business days will be disposed of at Maryland Nonprofits' convenience.
10. **Keys.** If you will be using the room before 9:00 am or after 5:00 pm on a weekday, or anytime on a weekend, you must obtain a key for the room from a staff member at Maryland Nonprofits prior to your event. You must return the key after you are finished using the room. You can slide the key under the door of the Maryland Nonprofits' office. **If you do not return the key, Organization will be charged for remaking a key. In some instances, it may be necessary to re-key the office suite. If that occurs, the Organization will be charged for re-keying the office suite.**
11. **Limits.** *Maryland Nonprofits reserves the right to limit your use of the room.*
12. **Additional Regulations:** *Maryland Nonprofits reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary to protect Maryland Nonprofits' interests. Such regulations shall be binding upon the Organization.*
13. **Smoking.** Smoking inside the building is PROHIBITED.
14. **Special Provisions:** The following special provisions are incorporated into this contract:

I agree on behalf of my organization to comply with all the above mentioned items.

Date (*today*) _____ **Name(s) of Applicant** _____

Name of Organization/Member _____

Address _____ **City/State/Zip** _____

Phone Number _____ **E-mail** _____

Date/Time of Event _____ **Estimated Attendance #** _____

Describe Type of Event: _____

Catering: _____ **Yes** _____ **No** _____ **Alcohol:** _____ **Yes** _____ **No** _____

DIY Coffee Service (\$15 advance payment required) _____ **Yes** _____ **No** _____

(Maryland Nonprofits staff – please indicate in online calendar reservation if coffee service has been purchased)

Site:

_____ **Silver Spring Training Room (capacity 25, classroom style)**

_____ **Baltimore Terrapin Room (capacity 35, classroom style)**

_____ **Baltimore Blue Crab Room (capacity 12, boardroom style)**

***Both Baltimore Terrapin & Blue Crab (capacity 40 with tables & chairs)**

Approved/ scheduled by: _____ **Date:** _____

(Maryland Nonprofits staff – please indicate in online calendar reservation who made the reservation & when)