



29TH STREET COMMUNITY CENTER FACILITY RENTAL AGREEMENT

This form is for reserving space at the 29th Street Community Center. Please complete all sections and select the room(s) or combination of spaces you wish to reserve. Requests are reviewed and confirmed based on availability and alignment with Center programs. By completing this form, you acknowledge that you have reviewed the 29SCC Rules and Regulations and agree to follow all policies. These include setup and cleanup expectations, cancellation terms, and building access requirements.

EVENT & RENTAL DETAILS

Name of Organization/Individual: _____

Requested Space: *(Please check all that apply)*

- Community Room (1st Floor; capacity 50) Multi-Purpose Room (2nd Floor; capacity 100)
 Classroom (1st Floor; 24) STEM Classroom (2nd Floor, 20) Teaching Kitchen (2nd Floor) Gymnasium* (2nd Floor)
 Combination Space (Multipurpose Room + Teaching Kitchen) Combination Space (Multipurpose Room + Gym)
 Combination Space (Community Room + Multipurpose Room) Combination Space (Entire Center)

Please note: Our kitchen is a teaching space and is not a licensed or permitted commercial facility. Capacity limits are for seated guests.

All rentals include 30 minutes for set-up and 15 minutes for clean-up. Renters get 1 hour for set-up and 30 minutes for clean-up for free with a 4 hour minimum rental period.

Organization, contact name, address and telephone number of person responsible for this rental:

Person/Organization Paying for Event: _____

Address: _____

Best Contact Phone: _____ Email Address: _____

Program/Event Name: _____

Organizer of Event Name / Phone Number: _____

Date(s): _____ Event Start Time: _____ am/pm Event End Time: _____ am/pm

Event Set Up Time (FREE*): _____ am/pm Event Clean Up Time (FREE*): _____ am/pm

(Minimum rental time to receive 1 hour free for set-up and 30 minutes for clean-up is 4 hours.)

How did you hear about us?: _____

Program/Event Description: _____

The 29th Street Community Center is not responsible for maintenance and control of the gym. For any questions or concerns, call Barclay Elementary/Middle School at 410-396-6387. **When renting the gym, the school has priority and authority to cancel and reschedule rentals.*

ATTENDEE/GUEST INFORMATION

Estimated Number of Guests: _____ How many attendees will be adults? _____ Children? _____

Guest Arrival Time: _____ am/pm Guest Departure Time: _____ am/pm

*****WEEKEND (FRIDAY-SUNDAY) RENTALS ARE BILLED AT THE WEEKEND RATE LISTED IN THE CURRENT FEE SCHEDULE. RENTALS OUTSIDE OF REGULAR OPERATING HOURS MAY BE CONSIDERED ON A CASE-BY-CASE BASIS AND MAY INCLUDE AN ADDITIONAL SURCHARGE, DETERMINED AT THE TIME OF BOOKING.*****



29TH STREET COMMUNITY CENTER FACILITY RENTAL AGREEMENT

EXTERNAL EVENTS/ PRIVATE SPACE RENTAL FEE STRUCTURE: (PER HOUR)

SPACE/ROOM	CAPACITY	NONPROFIT		INDIVIDUAL		FOR-PROFIT / CORPORATE	
		MON-THU	FRI-SAT	MON-THU	FRI-SAT	MON-THU	FRI-SUN
Community Room	Mid-sized, up to 50 people	\$80.00	\$100.00	\$92.00	\$115.00	\$110.00	\$125.00
Multipurpose Room	Large-size, up to 100 people	\$100.00	\$125.00	\$115.00	\$140.00	\$130.00	\$160.00
1st Floor Classroom or 2nd Floor STEM Room	Small, up to 24 people	\$45.00	\$50.00	\$50.00	\$55.00	\$60.00	\$70.00
Teaching Kitchen	Kitchen space for demos/classes	\$50.00	\$65.00	\$70.00	\$80.00	\$85.00	\$100.00
Gymnasium	Full-sized court/gym space	\$90.00	\$115.00	\$100.00	\$130.00	\$110.00	\$150.00
Combined Multipurpose Room & Kitchen	Combined seating and kitchen use	\$145.00	\$170.00	\$165.00	\$190.00	\$185.00	\$210.00
Multi-Purpose Room and Gymnasium	Gym + Multi-Purpose Room combined	\$160.00	\$210.00	\$190.00	\$240.00	\$215.00	\$260.00
Multi-Purpose Room and Community Room	Community + Multi-Purpose combined	\$140.00	\$185.00	\$155.00	\$200.00	\$170.00	\$220.00
Entire Center	Exclusive Use of all Spaces	\$250.00	\$280.00	\$275.00	\$300.00	\$300.00	\$325.00

EQUIPMENT REQUEST *(Items available on first come first serve basis)*

- Rectangular Folding Tables (\$5) (6-8 people/table)
- Projector/Projector Screen (\$20)
- Stacking chairs (\$2)
- Gym Equipment (sports balls, jump ropes, yoga mats, etc.) (\$5)
- Small speaker (\$10)
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- Extension cord (\$5)

Included in Rental Space	Equipment
1st fl.- Community Room (mid-sized, capacity 50)	50 Chairs / 10 Tables
1st fl.- Classroom (small, capacity 24)	24 Chairs / 4 Tables
2nd fl.- Multi-Purpose Room (large, capacity 100)	100 Chairs / 15 Tables
2nd fl.- STEM Classroom (small, capacity 20)	20 Chairs / 4 Tables
ADDITIONAL EQUIPMENT REQUESTED	ADDITIONAL AMOUNT REQUESTED

**For any equipment that is not returned or in a different condition than when it was provided to the Contractor, it is the Contractor's responsibility to replace the equipment with similar equipment of equal value or pay the market value of the item.*



29TH STREET COMMUNITY CENTER

RULES AND REGULATIONS

To utilize the 29th Street Community Center, the following protocols must be upheld. Please **initial next to each item** acknowledging your understanding and agreement to abide by these rules and regulations.

BEFORE, DURING, AND AFTER YOUR EVENT, THE RENTER MUST:

- **Cleanliness:** Renters are required to use disinfectant spray or Lysol wipes to wipe down all tables and chairs used, and to sweep up any trash left behind in any space used. *(This includes all Rooms, Test Kitchen, and Gym if rented.)* (____)
- **Building Access:** Renters must ensure that nobody is left in the building. Both the front doors and back doors (near the ramp) must be closed and locked from the outside after the event. (____)
- **Setup and Cleanup:** Renters are responsible for the setup and breakdown of tables and chairs, as well as disposing of trash in the large dumpster provided. Renters are entitled to a complimentary 30-minute setup period and a complimentary 15-minute cleanup period. If additional time is needed, it must be noted at the time of scheduling the event. Failure to do so will result in an additional fee charged to the card on file for events that run past their scheduled time. (____)
- **Use of Specialized Spaces:** If renting the *STEM Classroom* or *Test Kitchen*, renters are responsible for ensuring all equipment, counters, appliances, and tools are cleaned, sanitized, and properly stored after use. Any damage or improper use may result in additional fees. (____)
- **Gym Usage:** The gym is shared with the school. Gym rentals are only permitted during approved evening and weekend hours. Renters must ensure that all sports equipment, if used, is returned to its proper place and that the gym floor is swept and free of debris. (____)
- **Alcohol Policy:** Alcohol is not permitted on-site under any circumstances. If alcohol is found during the event, we reserve the right to shut down the event without notice, and a \$500 fee will be charged to the card on file. (____)
- **Event Shutdown Policy:** We reserve the right to shut down any event where guests become disrespectful, uncooperative, or unruly, without providing a refund or returning the security deposit. (____)
- **Cleanliness and Garbage Disposal:** Renters are responsible for leaving the rented space in the same condition it was found. If the rooms are not cleaned or trash is not disposed of properly, a **\$100 garbage disposal fee** will be charged to the card on file. (____)
- **Valid ID Requirement:** A clear picture of the front and back of the renter's valid government-issued ID must be provided and kept on file for the event. (____)
- **Respect for Shared Spaces:** The Center operates inside an active elementary/middle school. Renters and guests must respect all school property and restricted areas. Access is limited only to the spaces included in your rental agreement. (____)

By initialing each section, I acknowledge that I have read, understood, and agree to abide by all the rules and regulations set forth by the 29th Street Community Center.

Authorized Signature of Renter: _____

Date: _____



29TH STREET COMMUNITY CENTER

TERMS AND CONDITIONS FOR RENTAL

300 E. 29TH STREET, BALTIMORE, MD 21211

GENERAL RENTAL POLICY

The 29th Street Community Center is located at 300 E. 29th Street, Baltimore MD 21218. The Center is adjacent to Barclay Elementary/Middle School and is situated at the intersection of the Abell, Harwood, and Better Waverly neighborhoods, which lie within or near Greater Charles Village and along the important Greenmount Avenue corridor.

Requests for use of the Center are subject to availability and approval. Priority is given to Center programs, neighborhood residents, and community-focused events. Rental will not be approved if it interferes with scheduled community or school programs.

The undersigned (“Renter”) must be at least **21 years of age** and authorized to sign this agreement on behalf of any organization involved. Failure to comply with any terms below may result in postponement, cancellation, loss of deposit, or additional fees.

RENTAL CATEGORIES

1. Individual Rentals

- Discounted individual rate applies.
- \$100 security deposit + 50% of payment due at booking.
- Balance due 10 days prior to event.
- Free setup and breakdown time included.
- Cancellation Policy applies (see below).

2. Organizations or individuals that operate out of the Center on a full-time or part-time basis under an existing lease or memorandum of understanding (MOU).

- **Discounted rental rates apply for additional space use beyond the regular agreement.**
- Free setup and breakdown time included.
- No security deposit required for ongoing tenants in good standing.
- Insurance must already be on file as part of the MOU/agreement.
- **Cancellations within 48 hours of a one-time booking are subject to a \$50 fee.**

3. Nonprofits

- Discounted nonprofit rate applies.
- Proof of 501(c)(3) status required for discount.
- \$100 security deposit + 50% of payment due at booking.
- Balance due 10 days prior to event.
- Free setup and breakdown time included.
- **Certificate of Insurance, naming 29SCC, Baltimore City Schools, and the City of Baltimore as additionally insured is mandatory.**
- Cancellation Policy applies (see below).

4. For-Profit Entity Rentals

- Standard commercial rental rates apply.
 - \$100 security deposit + 50% of payment due at booking.
 - Balance due 10 days prior to event.
 - **Certificate of Liability Insurance naming 29SCC, Baltimore City Schools, and the City of Baltimore as additionally insured is mandatory.**
 - **For events open to the public, a security guard may be required at renter’s expense (determined by 29SCC based on event size and type).**
 - Cancellation Policy applies (see below).
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29TH STREET COMMUNITY CENTER TERMS AND CONDITIONS FOR RENTAL

300 E. 29TH STREET, BALTIMORE, MD 21211

PAYMENT TERMS

To confirm a reservation, renters must submit a **\$100 security deposit** and **50% of the total rental fee** at the time of signing this agreement. This deposit secures the requested date and time on the calendar and will be applied toward the total rental cost. The **remaining balance is due no later than 10 calendar days before the event date**. Failure to submit the balance on time may result in cancellation of the reservation and forfeiture of the deposit.

Payments may be made via cash, credit card, or approved electronic payment platforms (e.g., ACH, PayPal, or similar). Personal checks are not accepted. Reservations are not considered confirmed until both the deposit and initial payment are received. Any unpaid balances must be cleared prior to the renter's event date. The security deposit will be refunded within 10 business days after the event, provided that all rental rules and regulations have been followed, the facility is returned in satisfactory condition, and no additional fees (for overtime, damage, or cleaning) are due.

CANCELLATION POLICY

All cancellations must be submitted in writing to 29th Street Community Center. The following terms apply based on the amount of notice provided:

- **60+ days before the event:** Full refund of rental payments, minus a \$25 processing fee.
- **15–59 days before the event:** 50% of the security deposit will be forfeited.
- **Less than 15 days before the event:** Full deposit is forfeited, and no rental fees will be refunded.
- **Within 24 hours of the event:** 75% of the total rental fee plus the entire security deposit will be forfeited.
- **No-show:** 100% of the rental fee and the security deposit will be forfeited.

Rescheduling is permitted with 15 or more days' notice, subject to space availability and approval. Any payments already received will be applied to the new date, provided it is within the same fiscal year.

AGREEMENT

By signing below, I acknowledge that I have read, understood, and agree to the Terms and Conditions of this rental agreement.

Print Name _____ (Renter)

Signature _____ (Renter) **Date** _____

To be completed by Staff:

Initial Payment Due: \$100 deposit + 50% rental fee (_____) = \$ _____

Balance Due 10 Days Before Rental: _____ **Date Balance Due:** _____

Total Rental Cost: _____

Staff Member Printed Name _____ (29th Street Community Center)

Signature _____ (29th Street Community Center) **Date** _____



29TH STREET COMMUNITY CENTER USE OF CENTER & 29SCC RESPONSIBILITIES

300 E. 29TH STREET, BALTIMORE, MD 21211

Rental includes the approved space(s) plus access to restrooms and hallways. The Center provides cleaning supplies and basic first aid materials for use during your event. **If additional staffing is required, a fee of \$50 per hour will be charged.** The renter is responsible for supervising all attendees and ensuring compliance with all rules and regulations.

SECURITY DEPOSIT & CLEANING REQUIREMENTS

The renter assumes full responsibility for any damages, missing equipment, or cleaning needs beyond normal use. To receive a full return of the \$100 security deposit, the renter must:

- Wipe all tables, counters, and chairs used.
- Sweep floors and mop if spills occur.
- Wash, dry, and put away all dishes, utensils, or kitchen items used.
- Clean all appliances in the Teaching Kitchen.
- Return all equipment to its original condition.
- Remove all trash and place it in the school dumpster in front of Barclay Elementary/Middle School.

The deposit will be returned, minus any deductions for damages or cleaning fees, within 10 business days of the event.

INSURANCE REQUIREMENT

All renters (except Center Residents with existing insurance coverage) **must provide a Certificate of Liability Insurance** naming:

- 29th Street Community Center, Inc.
- The Board of School Commissioners for Baltimore City Public Schools
- The Mayor and City Council of Baltimore

This certificate must be submitted **at least 10 days before the event date.**

GENERAL RULES OF USE

To maintain a safe, respectful, and functional shared environment, the following rules apply:

- Smoking, vaping, drugs, and weapons are strictly prohibited on-site.
- Alcohol is not permitted anywhere on the premises.
- The renter (or authorized representative) must remain present for the entire rental period.
- Access is limited to the spaces identified in the rental agreement.
- Overtime will be billed at twice the hourly rental rate.
- Activities must not disrupt school programs or other events occurring in the building.
- Decorations must not damage walls, ceilings, or furniture.
- Children under 18 must be supervised at all times; adults may not be alone with minors in closed rooms.
- **Misuse of space or violation of rules may result in permanent loss of rental privileges.**

LEGAL & LIABILITY AGREEMENT

By signing the agreement, the renter agrees to indemnify and hold harmless the 29th Street Community Center, Baltimore City Public Schools, and the City of Baltimore for any claims, damages, or injuries related to facility use. The renter accepts full responsibility for the conduct of all attendees.

Print Name _____ (Renter)

Signature _____ (Renter) **Date** _____

Staff Member Printed Name _____ (29th Street Community Center)

Signature _____ (29th Street Community Center) **Date** _____