

**Jefferson Patterson Park and Museum
Maryland Archaeological Conservation Laboratory
Meeting Room Usage Policy**

Thank you for your interest in using the Meeting Room at the Maryland Archaeological Conservation Laboratory (MAC Lab) of Jefferson Patterson Park and Museum (JPPM). The Meeting Room is available for meetings, retreats or similar events to organizations. It is not available for the profit of private individuals or commercial concerns. It is not available for public programs, weddings, parties, musical events or for events that charge an admission fee to the participants. The Meeting Room is generally available for use throughout the year, except state holidays or when previously reserved- Monday through Friday from 8:30 am until 5:00 pm. The Meeting Room will accommodate no more than 60 people with auditorium style seating, 40 when the tables are placed in the room. The room capacity is limited to a maximum of 40 people when lunch will be served. Prior arrangements must be approved for additional people. Restroom facilities are available in the MAC Laboratory public area. A kitchen area with a sink is available for limited use, arranged in advance. The Jefferson Patterson Park and Museum reserves the right to cancel reservations with adequate notice to the user.

Reservations: Application should be made by telephone as far in advance as possible. It is possible that the Meeting Room may already be reserved and not available the day you request. Your reservation will be confirmed upon JPPM's receipt of your complete reservation form and use fee, which should be mailed directly to JPPM, Attn: Fiscal Officer. ***Attach your use fee, made payable to: MDP/Jefferson Patterson Park & Museum, to the reservation and remittance form.*** The group representative is encouraged to visit the facilities prior to the event ***and work closely with the MAC Lab Secretary/Receptionist.***

Use Fees and Terms: **To insure the processing of your request**, your use fee must be received one month prior to the event to hold the reservation. The user is responsible for any damage, as determined by JPPM personnel, to the facility and may be liable for injury to persons attending the event. A written notice of cancellation received one month in advance of the scheduled event may request a full refund of your use fee. Any notice after one month will be charge a \$25 processing fee. Users are encouraged to have liability insurance. The Meeting Room is available on a first come, first paid basis.

The Meeting Room will be unlocked and made available no earlier than 8:30 am without prior arrangement.

Fees for use of Meeting Room 8:30 a.m. to 5:00 p.m., Monday thru Friday are as follows:

25 or less people with catered food service (arranged by User): \$100
40 or less people, no food service: \$100
41 people and over: Inquire

The Meeting Room may be used from 8:30 a.m. to 5:00 p.m. ***The facility is not available for use after 5:00***

Users can request the use of the Meeting Room the day before or after their event for the purpose of set-up or clean-up for an additional \$50 providing the facility is available. JPPM assumes no responsibility for damage to or theft of user property including materials left in the room. Reservations should be made as far ahead of time as possible.

Meeting Room Usage Rules

1. **You are applying to use THE MEETING ROOM – NOT THE MAC Laboratory.** The users shall have use of the restrooms and limited access to the kitchen throughout the duration of your Meeting Room use.
2. Fees may not be charged for activities. Products may not be sold, except for material required for educational or group discussion and by permission only.
3. **Users are to meet the Staff Monitor at 8:30 am to perform a walk-through of the Meeting Room to establish the condition of the furniture, walls, floors, etc.** Staff Monitor will instruct users in the operation of the overhead screen and the window blind system. Staff Monitor will answer questions regarding electrical outlets, location of dumpster, approved smoking areas outside. The user and JPPM staff representative shall examine the condition of the facilities at the end of the event.
4. The user is responsible for setting up the room the way that they want it. Care must be used when moving the tables around as they are heavy, are easily damaged and can cause damage to the walls and carpeting.
5. There is a drop-down screen and electric blind system in the room. The user is responsible for all audio visual equipment including projectors, laptops, easels, tablets, etc. The user must receive instructions from the JPPM staff on the electric blind system in the room. Damage to the screen or blind system will be the responsibility of the user.
6. No paint or chemicals that can damage the room will be allowed in the space.
7. **Arrangements must be made in advance for use of the courtyard tables and chairs. The gazebo is not available for use. FIRES ARE NOT PERMITTED IN THE COURTYARD AREA AT ANY TIME.**
8. Food may be served, but organizations must supply all equipment and supplies. **ALCOHOLIC BEVERAGES MAY NOT BE SERVED.**
9. **USER IS RESPONSIBLE FOR CLEAN UP AFTER THE EVENT, WHICH MUST BE DONE IMMEDIATELY FOLLOWING THE EVENT.** Includes: removal of meeting displays and materials, food, and trash from Meeting Room area, including emptying the trash cans. Trash must be carried to the dumpster. **THE DEPARTURE TIME LISTED ON YOUR RESERVATION FORM IS THE TIME WHEN THE MEETING ROOM IS TO BE CLEAN AND VACATED.**
10. **SMOKING is not allowed in any State building and is not permitted in the MAC Lab MEETING ROOM at any time.**
11. **ALL VEHICLES** must be parked in public parking areas or designated areas. Anyone parked around the Meeting Room while not unloading supplies or for an elderly or handicapped person will be asked to move their vehicle

12. Youth organizations using the Meeting Room must have at least one responsible adult (21 years of age or older) per four children present at all times.
13. **PERSONS USING THE MEETING ROOM MAY NOT ACT IN A DISORDERLY MANNER** by making loud and unseemly noises; operating radios, tape players, or musical instruments at a sound level annoying to other Laboratory users; or doing anything which tends to be or amounts to a breach of the peace.
14. Pets are not allowed in the Meeting Room. However, service animals are allowed.
15. **ANY ORGANIZATION USING THE FACILITIES WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE DUE TO ABUSE OR MISUSE OF THE FACILITIES. THE JEFFERSON PATTERSON PARK AND MUSEUM IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ARTICLES BELONGING TO OTHERS, INCLUDING AUDIO VISUAL EQUIPMENT, EASELS OR OTHER EQUIPMENT.**

Jefferson Patterson Park and Museum MAC Lab Meeting Room Reservation Form

Requests should be made to the MAC Lab and must be accompanied by this form. The usage deposit, remittance form and this reservation form must be sent directly to: Jefferson Patterson Park and Museum, Attn: Fiscal Officer. Make checks payable to MDP- Jefferson Patterson Park. The Fiscal Officer must receive your usage fee one month in advance of the event.

Nature of Event: _____

Event Date: _____ Arrival Time: _____ Departure Time: _____

Number of people attending: _____ Will chairs be needed? _____ # _____

Who will ensure the return of the facility to original order?

Name: _____ Phone Number: _____

Will food be served? _____ Will food be cooked? _____

Name of Caterer: _____

Social Security # or Company FID # of Renter: _____

I certify that I have read and understand the rules for Meeting Room use.

Signature of User Date

I certify that I have read and understand the rules for Meeting Room use and will be responsible for the operation and clean up of the event.

Signature of User/Meeting Room Monitor Date

Address: _____

Telephone: _____ E-mail _____ Address: _____

Mail to: **Jefferson Patterson Park and Museum
Attn: Fiscal Officer
10515 Mackall Road
St. Leonard, Maryland 20685**

MEETING ROOM USER CLOSING CHECK-LIST

Date: _____

Event: _____

Contact Person: _____

Meeting Room User Monitor:

User Monitor Responsibilities:

- _____ Belongings and refuse removed from Meeting Room area and staff room?
- _____ Trash and liners removed by user and replaced?
- _____ Meeting displays and materials removed? (Plus tape or thumbtacks)
- _____ Adjacent food service areas cleaned?

Time group spent in Meeting Room _____ to _____.

Number of people in attendance: _____.

Any problems or damages to be reported?

Meeting Room User In: _____

Time Meeting Room User Out: _____

JPPM Staff Meeting Room Monitor: _____

The JPPM Staff Meeting Room Monitor will be the MAC Lab Secretary/Receptionist.

Meeting Room Monitor Responsibilities:

- _____ Windows closed?
- _____ Lights and fans turned off?
- _____ Notes of maintenance needed?

Any problems or damages? _____

Meeting Room has been checked, condition of room noted, and Maintenance notified.

Signed: _____
Meeting Room Monitor

Date: Staff _____