



NEED SPACE? WE'VE GOT YOU COVERED.

The Junior League of Baltimore, Inc., offers affordable training and meeting space for use by nonprofit organizations, businesses, and community partners at their upstairs Headquarters located at 5902 York Road, Baltimore, in the Govans Neighborhood.

- JLB's training and meeting space is in close proximity to the Guilford, Homeland and Roland Park neighborhoods, 7 miles from downtown Baltimore and 2 miles south of Towson, and easily accessible from Baltimore's major highways.
- The vibrant neighborhood offers plenty of food, beverage and other choices for local catering or quick lunches between work sessions. Plus, the building is a two-minute walk to the European-style fresh market Belvedere Square and across the street from the Senator Theater, an award-winning 1939 Baltimore icon.
- Rental space includes a large meeting room (capacity 94) and smaller board room (capacity 18) with tables, chairs, large projection screen, whiteboards, podium, WiFi, and other amenities.
- The building has two wheelchair accessible parking spaces and the training and meeting rooms are accessible by wheelchair via the ground floor elevator.
- **Rates start at \$65 per hour (two hour minimum) up to eight hours total per day. Multi-day rentals may be available. Rental hours are 8:00am-8:00pm.**
- Discounts are available for 501(c)(3) or 501(c)(6) non-profit status; please provide proof of certification with your Rental Inquiry Form.

READY TO "MEET" YOUR MEETING SPACE NEEDS?

- Interested? Please fill out the Rental Inquiry Form online at [HQ Rental Inquiry Form](#). Inquiries will receive a response within four business days. Please note that submission of a Rental Inquiry Form does not create a binding contract.
- Upon receipt of your Rental Inquiry Form, we will request the following items to process and confirm your reservation:
 - Completed and signed Rental Agreement and any applicable Addendums
 - Payment of a \$150.00 security/damage deposit. A non-refundable cleaning fee of \$50.00 will be retained from your \$150.00 payment.
 - **Full payment of applicable rental rate will be due within 14 business days of your event.**
 - Certificate of Insurance (may be obtained through your existing homeowner's or business insurance policy)
 - Proof of 501(c)(3) or 501(c)(6) status if requesting the discount rate for non-profits



HQ RENTAL INQUIRY FORM

Name of Organization/Host _____

Contact Person for Organization (Authorized Representative) _____

Address _____

Phone Number _____ Email _____

Is your organization a 501(c)(3) or 501(c)(6) non-profit? _____

Event Type/Purpose _____

Contact Person for the Event _____

Phone Number _____ Email _____

Expected Attendance (not to exceed room capacity noted in Addendum 1) _____

Arrival Date/Time (include set up time) _____

Departure Date/Time (include clean up time) _____

Additional Services ("Special Requests") _____

- The Junior League of Baltimore does not discriminate on the basis of race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, or disability. Approval of one or more events in no way constitutes an endorsement of the policies or beliefs of that organization or company.
- JLB, in its sole discretion, will determine the type and number of events to be held in its Premises. Approval of use of any meeting space will be on the basis of availability and ability to accommodate the event.
- A \$150.00 security/damage deposit is due at the time of agreement signing to confirm your reservation. \$50.00 of this deposit is a non-refundable cleaning fee.
- The Rental Fee must be paid in full no later than 14 business days prior to your event unless expressly agreed upon in writing or your event will be subject to cancellation and/or cancellation fee. Proof of 501(c)(3) or 501(c)(6) status required to obtain discounted rental rate.
- All rentals are for a minimum of two hours beginning no earlier than 8:00 AM and ending no later than 8:00 PM.
- Proof of liability insurance naming the Junior League of Baltimore, Inc., as an additional insured is required and due no later than 14 (fourteen) days prior to the start of the event. Insurance coverage shall be no less than \$1,000,000 (one million dollars) and can be obtained through general business or homeowner's insurance policies.

Signature _____

Authorized Representative

Print Name

Title

Date



BALTIMORE

RENTAL AGREEMENT

This Rental Agreement (the "Agreement"), together with any attachments or addendums, is entered into this _____ day of _____, 20____, by and between The Junior League of Baltimore, Inc. (the "JLB" or "Lessor") and _____ ("Lessee"), as further set forth below:

1. PARTIES: Lessor is The Junior League of Baltimore, Inc., located at 5902 York Road, Baltimore, Maryland 21212. Lessee named above is located at _____. Lessee acknowledges and agrees that the individual executing this Agreement on its behalf is an Authorized Representative of Lessee, with full legal capacity to bind Lessee in contract.

2. PROPERTY: In consideration for the rental and other fees agreed to below, the JLB hereby leases to the Lessee the use of a designated portion of its property, and more specifically the upstairs office and meeting space (the "Premises"), located at 5902 York Road, Baltimore, Maryland. Lessee acknowledges that use of the parking lot/spaces behind the Premises (located on Rosebank Avenue) may be used briefly for loading/unloading but are not to be used by Lessee or its guests or vendors, with the exception of those persons requiring the use of wheelchair accessible parking. Lessee hereby agrees that neither it nor its guests, vendors or other persons associated with the Event identified below shall enter any areas of the Premises that are locked or otherwise marked for the private use of Lessor.

3. USE: Lessee shall use the Premises only for the purpose agreed between the parties, specifically, _____ (the "Event"). Lessee is responsible for its own decorating, set up and cleanup, including the removal of all trash and food items from the Premises, prior to the expiration of the Term defined herein.

4. TERM: Lessee shall be allowed entry to and use of the Premises only for the dates and times specified herein (the "Term"). Lessee acknowledges and agrees that its occupancy of the Premises shall in no event begin before eight o'clock AM (8:00AM) or extend beyond eight o'clock PM (8:00PM) without prior written approval from JLB. Use of the Premises may be terminated by Lessor or its representative at any time if the conduct of the Lessee or its guests, vendors or affiliates is disruptive, abusive or dangerous to individuals or violates this Agreement. Non-compliance with a demand to vacate will be deemed trespassing.

If the Authorized Representative will not be available at the time and for the duration of the Term of the Event, Lessee shall provide the name and contact information of the person responsible for the Event (the "Contact Person"). The Contact Person shall remain on the Premises for the Term of the Event and shall further remain available to contact from Lessor for the duration of the Term in the case of unforeseen or emergency circumstances.

Arrival Date/Time (include setup time) _____

Departure Date/Time (include clean up time) _____

Contact Person for the Event _____

Phone Number _____ Email _____

5. SERVICES: The Premises contains certain amenities including, but not necessarily limited to, tables, chairs, podium, white board(s), media projection screen, WiFi, and other amenities. Lessee acknowledges that the amenities available may change from time to time and there is no guarantee that any particular amenity will be available on the date of the agreed upon rental. JLB offers, and Lessee is encouraged to accept, a walk-through of the Premises prior to the beginning of the Term. Lessee further acknowledges that JLB does not promise or otherwise warrant the offer or availability of any additional services ("Special Requests") unless specified herein:

Special Requests _____

6. RENTAL FEE: In addition to the Security Deposit, Lessee shall make payment to The Junior League of Baltimore, Inc. by check, cashier's check or credit card, the rental fee ("Rental Fee") agreed to below in consideration for use of the Premises. The rate for use of the Premises is \$65.00 (sixty-five dollars and zero cents) per hour for a minimum of two (2) hours. Lessor offers a discount of 15% off the total Rental Fee to certified 501(c)(3) and 501(c)(6) non-profits who are paid in full no later than fourteen (14) days hours prior to the start of the Event. Proof of non-profit status is required at the time of payment of the Rental Fee to obtain the discount. Rental Fee shall be due no later than fourteen (14) business days prior to the Event unless expressly agreed upon in writing. There is a 50% cancellation fee if the Event reservation is cancelled less than seven (7) business days in advance. Calculation of the Rental Fee for the Event is detailed below:

Standard Rental Fee	Non-Profit Rental Fee
$\$65 \times \underline{\hspace{2cm}} = \$\underline{\hspace{2cm}}$ Hours Total Rental Fee ("TRF")	$\$ \underline{\hspace{2cm}} \times .15 = \$ \underline{\hspace{2cm}}$ TRF Discount
	$\$ \underline{\hspace{2cm}} - \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ TRF Discount Discount Rental Fee

Rental Fee to be paid in full by (date): _____

7. PROOF OF INSURANCE: Lessee shall provide a valid Certificate of Insurance prior to taking possession of the Premises for the Term. Such Certificate of Insurance shall name The Junior League of Baltimore, Inc., as an additional insured and provide coverage in the amount no less than \$1,000,000.00 (one million dollars). Lessor reserves the right to void this Agreement and cancel the Event reservation if Lessee fails to provide a Certificate of Insurance at least fourteen (14) days prior to the Event. In the Event reservation is cancelled in this manner, or if Lessee does not

notify Lessor of its inability to produce a Certificate of Insurance fourteen (14) days or more prior to the Event, Lessor further reserves the right to retain or recover up to the full amount of the Rental Fee.

8. SECURITY DEPOSIT: Lessee shall remit a security deposit ("Security Deposit") in the amount of \$150.00 (one hundred dollars and zero cents) within forty-eight (48) hours of confirmation of the rental to secure the Term requested. Of that amount, \$50.00 (fifty dollars and zero cents) shall be a non-refundable cleaning fee. Lessor reserves the right to retain all or a portion of the remaining Security Deposit if there is damage to the premises following the Event including, but not limited to, food or beverage stains, pet or animal damage, holes or other damage caused by guests or decorations, smoke abatement, or other damage. Lessor further reserves the right to withhold from the Security Deposit any costs incurred as a result of Lessee's failure to vacate the premises at the end of the Term, including payment of staff or security.

9. DAMAGES AND LIABILITY: Lessor is not responsible for the loss of or damage to any equipment or materials owned or rented by an agency, group or organization using its meeting rooms, before, during, nor after the Event, or at any time. Lessee shall be held liable for willful, intentional, negligent or accidental damage to the building, grounds or equipment caused by Lessee or its representatives, employees, agents, vendors, contractors, guests and/or participants and any other affiliates, including those attending the Event. Lessor reserves the right to pursue reimbursement from the Lessee for costs associated such damage that exceed the \$150.00 Security Deposit, and to seek reasonable attorneys' fees as necessary to obtain recovery.

10. RELEASE AND HOLD HARMLESS: Lessee understands and agrees that the use of the Premises is at the sole risk of Lessee and its guests, and the Premises are accepted "AS IS." Lessee shall release and discharge Lessor and its officers, directors, members, agents, employees, successors and assigns, and their heirs and assigns, from any claim whatsoever arising out of or relating to the Event and Lessee's use of the Premises. Lessee shall further indemnify and hold the Lessor harmless and defend Lessor and its officers, members and employees from any and all damages arising from injuries, illness, disability, death, loss or damage to person or property, resulting directly or indirectly from use of the Premises or the Event, and shall be responsible for payment of reasonable attorney's fees incurred by the Lessor arising out of such claims. This provision shall survive the expiration of this Agreement.

11. INFECTIOUS DISEASE ACKNOWLEDGMENT: Lessee acknowledges that lease and use of the Premises may result in exposure to and/or illness and infection from diseases including, but not limited to, MRSA, influenza, and COVID-19, and that these diseases, illnesses, infections, and viruses can carry the risk of serious illness or death. Lessee knowingly and freely assumes all such risks for themselves and their guests, both known and unknown, whether or not said risks are associated with the illnesses and diseases listed above, or from other infectious diseases, illnesses, and viruses not contemplated herein. Lessee shall comply with the guidelines issued by the Centers for Disease Control and Prevention, the State of Maryland, and Baltimore City regarding the prevention of the spread of infectious diseases, including COVID-19, during the Term of the Event. Nothing in this paragraph shall alter or amend the duties and obligations set forth in paragraph 10.

12. RETURNED CHECK FEE: Lessee shall pay the amount of \$36.00 (thirty-six dollars and zero cents) to Lessor for any check that is returned due insufficient funds. This amount is not inclusive of any amount or penalty that may be charged by Lessor's financial institution.

13. NO ASSIGNMENT: The Term of the Event cannot be assigned to any other person or entity without prior written approval by JLB.

14. RENEWAL. Unless otherwise specified herein to be a multiple day rental, there shall be no automatic renewal of the Term.

15. NO SMOKING: There is no smoking in the Premises, including the elevator, rest rooms and foyer areas, by Lessee or its representatives, employees, agents, vendors, contractors, guests and/or participants and any other affiliates, including those attending the Event. Disabling or tampering with smoke detectors and fire suppression equipment shall be grounds for immediate termination of this Agreement.

16. NO PETS: There are no pets or animals allowed in the Premises with the exception of certified service animals.

17. INCORPORATION OF ADDENDUM 1: Lessee shall comply with the Lessor's policies, procedures, and rules as set forth in Addendum 1 "Rules and Regulations Agreement" and shall further ensure that all of Lessee's agents, contractors, employees, vendors, and guests shall similarly comply with said policies, procedures, and rules stipulated in Addendum 1 attached hereto and incorporated herein.

18. SEVERABILITY. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

19. CHOICE OF LAW: The laws of the State of Maryland shall apply to any controversy or dispute arising from the Lessee's usage of the Premises and to any and all controversies or disputes arising out of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

Authorized Representative of

President, Junior League of Baltimore

Lessee

Date

Date

***Please mail payment and signed Rental Agreement and required Addendum to:
Jessica Donohue
The Junior League of Baltimore, Inc.
5902 York Road
Baltimore, MD 21212
(Office) 410-435-5521
Request for Use of JLB Headquarters***



RENTAL AGREEMENT

ADDENDUM 1 - RULES AND REGULATIONS AGREEMENT

The Rules and Regulations Agreement (“Agreement”) shall be incorporated into the Rental Agreement as if fully restated therein. Lessee shall ensure that its guests, vendors, agents, contractors, employees, and other affiliates shall similarly comply with said policies, procedures, and rules as set forth herein.

I. USE OF SPACE AND EQUIPMENT

A. The Junior League of Baltimore does not discriminate on the basis of race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, or disability. Approval of events to be held at Premises in no way constitutes an endorsement of the policies or beliefs of that organization or company.

B. JLB, in its sole discretion, will determine the type and number of events to be held in its Premises. Approval of use of any meeting space will be on the basis of availability and ability to accommodate the event.

C. The Premises shall not be used for any program or event inconsistent with maintaining the tax-exempt status of the JLB nor shall it conduct or permit activities in or about the licensed space in violation of Federal, State or local laws and to take all appropriate action to enforce this provision.

D. The Lessee shall abide by all applicable laws of the United States, the State of Maryland and the City of Baltimore when using the meeting space(s), including, without limitation and to the extent required, the Americans with Disabilities Act and all applicable fire and building ordinances.

E. The JLB Premises is located in Baltimore City. Lessee is solely responsible for procuring any permit necessary for the selling of tickets, holding of raffles, or other activities requiring a permit from Baltimore City of the State of Maryland.

F. The JLB building and surrounding property is a non-smoking facility. Disabling or tampering with smoke detectors or fire suppression equipment is prohibited.

G. The JLB does not allow animals on site with the exception for service animals. Lessee is responsible to ensure cleanup of animal waste to an outside receptacle.

H. At any time, JLB members or staff may enter any of the premises while they are in use by the Lessee.

I. Emergency exits should remain clear at all times. Lessee and its representatives, employees, agents, vendors, contractors, guests and/or participants and any other affiliates, including those attending the Event, are expected to cooperate with all efforts to maintain security of the buildings and grounds and to provide for the safety of all persons visiting the building.

II. EQUIPMENT, SERVICES AND FACILITIES

A. Set up, decorating and cleanup of the premises is the sole responsibility of Lessee.

B. Nothing may be affixed or mounted in any way to the interior walls except where hanging appliances are provided. No tape, nails, wires or any other damaging material may be used.

C. The Premises is accessible for people with physical disabilities. Wheelchair accessible parking is available in our parking lot and the accessible entrance is on the Rosebank Avenue side of the building.

D. The Premises has no available parking spaces for rental events. Parking is available on Rosebank Avenue, York Road, and in and around Belvedere Square.

E. Persons using the facility may find it necessary to go through an outside vendor for equipment or special items. Costs for leasing equipment not provided by the JLB are the sole responsibility of the Lessee. The JLB must approve all leased equipment or special items for use at or about its Premises.

F. Tables, chairs, podium(s), white boards and other equipment may be available as agreed between the parties. Lessee shall return all equipment used to its original position and in the same condition as it was found.

G. Only dry erase markers should be used on white boards.

F. Lessee and its representatives, employees, agents, vendors, contractors, guests and/or participants and any other affiliates, including those attending the Event, should not access any space on the Premises that are locked or otherwise marked "private" unless given express permission to do so.

III. PUBLICIZING EVENTS

A. Publicity materials, invitations, flyers and press releases may not list the Junior League of Baltimore as a co-sponsor of an event or meeting unless the event has been officially approved and designated by the JLB President.

B. The Lessee must request special approval to allow media coverage or press conferences on JLB property. Requests for media/press coverage must be made a minimum of 5 business days prior to the date of the meeting. The JLB reserves the right to review meeting details and content when a group requests permission to allow media coverage. JLB also reserves the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the JLB or a risk to JLB property or guests.

C. JLB phone numbers may not be listed for information on your event. JLB requires that all printed material, press releases, posters and other information regarding your event include a contact phone number for your group.

IV. FOOD, BEVERAGES, SUPPLIES AND TRASH

A. The Premises does not have a stove or refrigerator available for use.

B. All supplies are to be provided by the Lessee and must be removed from the premises in a timely manner. JLB is not responsible for food, beverages or supplies left at its Premises.

C. The Lessee assumes full responsibility for making sure all used paper goods and food remains are put into supplied trash receptacles in the meeting room and that these trash receptacles are emptied into the trash bin in the parking lot of the building after the event is complete.

D. Care must be taken to avoid foods with significant staining potential. JLB reserves the right to approve any food or beverages to be consumed on the premises.

E. Possession or consumption of alcoholic beverages in any form shall not be permitted on the premises without the prior written approval of the JLB President, and evidence of all required licenses in advance of usage of the Premises. No one under the age of 21 may be served or consume alcoholic beverages on JLB property. JLB assumes no liability for damage or injury caused, in whole or in part, by the consumption of alcohol by Lessee or its guests, vendors or affiliates, including attendees of the Event.

F. Any damage incurred during the Event to the Premises, equipment, furnishings or other property should be reported to the Office Manager, Jessica Donohue, within 24 (twenty-four) hours following the event at jessica@jlbalt.org.

I have read, understand and agree to abide by the Rules and Regulations Agreement:

Signature _____ Date _____
Authorized Representative of Organization

Print Name _____ Title _____



BALTIMORE

Renter: Check In/Check Out Form

Name of Organization/Host _____

Contact Person for Organization (Authorized Representative) _____

Address _____

Phone Number _____ Email _____

Arrival Date/Time (include set up time) _____

Departure Date/Time (include clean up time) _____

Name of JLB chaperone(s) _____

Lessee is encouraged to walk through the premises prior to the start of the Term of the Event. Guidelines for cleaning and checkout are set forth in the Rental Agreement and Addendum 1. A minimum fee of \$50 for cleaning will be retained out of the security deposit. Higher fees may be assessed for significant failure to meet the guidelines and/or damage done to the property, building, or contents of the building. If your group damages the facility, please inform the JLB chaperone at checkout or, if no chaperone is present at end of the Term of the Event please email this form to the Office Manager, Jessica Donohue, within 24 (twenty-four) hours from the end of the Term at jessica@jlbalt.org.

CHECK IN: Please note damage observed prior to taking possession of the Premises at the beginning of the Term of the Event:

CHECK OUT: Please mark to indicate satisfactory condition, otherwise note if there is damage or other issue:

- ___ All personal belongings removed
- ___ No holes, tape or markings on the walls/floor/ceiling
- ___ All trash bagged, tied and taken out to dumpster; no garbage or cigarettes on ground in parking lot or around building
- ___ Restrooms checked; toilets flushed, faucets turned off, no food in trash receptacles
- ___ Kitchenette checked; counters and sink wiped and free from food and spills
- ___ Visible crumbs and spills cleaned from floors with broom, vacuum or mop
- ___ Tables, chairs, podium, easel(s)/whiteboard(s) and other equipment returned to original location
- ___ All doors secured and locked, lights off and alarm set

Signature _____ Date _____
Authorized Representative of Organization

Print Name _____ Title _____

JLB Chaperone _____ Date _____