

THE UNIVERSITY OF MARYLAND  
BIOPARK LIFESCIENCES CONFERENCE CENTER

GUIDELINES FOR LEASING SPACE

PLEASE READ CAREFULLY

The University of Maryland BioPark reserves the right to limit the use of conference space to those organizations sponsoring programs that are consistent with the BioPark's mission of promoting life sciences research, technology commercialization, and community affairs. Space is leased to groups of 200 or less.

Reservation Procedures

To reserve conference room space at the University of Maryland BioPark, users must agree to abide by these Guidelines. Events may be scheduled Monday-Friday from 8:00 a.m. to 10:00 p.m. and on Saturdays from 8:00 a.m. to 5:45 p.m. Caterers may enter the building at 7:15 a.m., those in charge at 7:30 a.m. and guests at 8:00 a.m. All events **MUST** conclude on time.

Cancellations

We require 48 hours notice for cancellations otherwise you will be billed for the cost of the room rental.

Food Service

All Arrangements for food services, menu selections, and payment must be made directly between the sponsoring group and an approved catering firm (list provided on website). Only those caterers on the approved list may be used, and no sponsoring group may provide its own food or drinks for that group without prior permission.

A copy of the caterer's Liquor License must be on file with the property manager if alcohol is being served.

If arrangements have not been made with the caterer to return for cleanup for an event held after normal business hours, then the sponsoring group is responsible for cleanup and for the removal of all trash from the building otherwise an after hours cleanup fee may be assessed.

Insurance

A Certificate of Insurance is required from organizations renting the Space as well as any vendor participating in your event. Following are the required levels of coverage:

- Workers' Compensation - Shall fully comply with Maryland law
- Employer's Liability - The limit shall be \$500,000 per accident for bodily injury and \$500,000 per employee/aggregate for disease

- Commercial General Liability Insurance - Combined single limit of \$1,000,000 per occurrence and \$2,000,000 policy aggregate for bodily injury, property damage, and personal injury
- The policy shall include contractual liability coverage.
- A waiver of subrogation should apply in favor of Wexford UMB 2, LLC. for the general liability and workers' compensation insurance policies.
- Wexford UMB 2, LLC. (Owner), Cassidy Turley Maryland, Inc. (Agent), Baltimore Partners, LLC, Wexford Equities, Wexford Science & Technology, LLC, and RPC 801, LLC must be added as an additional insured to the general liability insurance policy.

#### Equipment

Audio/Visual equipment to be used must be specified on the Reservation Request form prior to the scheduled event. A/V assistance for and during the meeting can be arranged, however, if you require more technical assistance beyond what we provide, an additional fee may be assessed. Please come early to the event to make sure you can operate the equipment. If you choose to bring your own equipment, there may not be an A/V technician available should you need assistance.

#### Facilities

Restrooms are located on the first level.

#### Parking

Parking is available at the garage on the block at the corner of West Baltimore Street and Poppleton (1 N. Poppleton Street). Parking may be pre-paid such that attendees will be provided stickers that they affix to their parking entrance card that they pull upon entry to the garage. If parking is not pre-paid by the event sponsors, each attendee will be responsible to pay their own parking upon exit. The garage takes cash only so please make your attendees aware of this. There is an ATM machine in Building One (800 West Baltimore Street) if need be.

#### Policies

All trash must be removed from the building.

Furniture may NOT be moved within or removed from conference rooms without prior permission from property manager, and **NOTHING MAY BE TAPED TO WALLS OR DOORS.**

The University of Maryland BioPark is a smoke-free environment.

#### Services

Arrangements to store materials, boxes, or equipment overnight should be made with the Property Administrator, Demerris L Johnson.