



Facility Rules and Regulations

Building Hours

Normal Business Hours are: 7:00 a.m to 7:00 p.m. daily for resident organizations
9:00 a.m. to 6:00 p.m. on weekdays for other nonprofit organizations
Hours may be extended in FY2026 if the budget is approved

Rules and Regulations for ALL Organizations Utilizing Space

1. Only individuals with key-cards are permitted in the building on weekends and county holidays.
2. All guests/visitors (any individual without a key-card) must enter and exit the Nonprofit Center through the public, main-level entrance only. No other exits may be used for entrance or exit, except with prior written approval of the NPC Director or designee, or in the event of an emergency or evacuation.
3. All guests/visitors must sign a visitor's log in the reception office (room 108). For large events, the responsible party shall instead provide a list of attendees to the Nonprofit Center staff in advance of the event.
4. Doors shall never be propped open without approval of the NPC staff.
5. In conducting its business in County space, the organization agrees to not discriminate in any manner against an event participant or any person.
6. The organization is responsible for its employees', volunteers', and guests' actions while on the premises. Profanity is not permitted.
7. Children must be supervised by an adult, 18 or over, at all times.
8. All guests must stay within the licensee's assigned space or specified meeting room(s) and not enter other areas of the building.
9. Licensees and guests of the Nonprofit Center may not walk around or into the adjacent buildings (43 or 45 Community Place) without permission of Pascal Stabilization Center or the Blue Ribbon Project, respectively.
10. Noise levels should be kept low so as to not disturb others in or surrounding the building. The use of the space may not in any way interfere with the normal operations of the County government.
11. The organization is responsible for all damages to property in assigned spaces.

12. The organization is responsible for keeping assigned spaces clean. Trash cans and recycle bins are provided.
13. Animals (including emotional support animals) are not permitted in the Nonprofit Center. This does not include service animals, which are allowed in any spaces open to the public or in a resident organization's private office space.
14. Water from the faucets is to be used for handwashing only. Bottled water is provided for consumption.
15. No alcoholic beverages shall be consumed in the building or anywhere on the premises.
16. Smoking or vaping is not permitted in or within 25 feet of the building.
17. Open flames of any kind (e.g., candles, sterno, oil lamps) are prohibited in the building.
18. All county, state, and federal laws must be followed.

Rules and Regulations for ALL Organizations Using Meeting and Event Spaces

The responsible party is defined as the person who signed the *License Agreement for Short-Term Use* (the organization's authorized representative). The authorized representative may assign a point of contact for the event but, as the responsible party, agrees to the following:

1. The point of contact must be at least 18 years of age.
2. The responsible party and the users of the space are limited to the room that was reserved in the *License Agreement for Short-Term Use* and the restrooms, unless otherwise agreed upon by the Nonprofit Center staff.
3. Attendance for events must be in compliance with capacity limitations.

a. Room 101A	60
b. Room 101B	24
c. Rooms 101A and B	100
d. Main East	60
e. Room 111	8
f. Room G-01	30

Capacities for the courtyard and field have not yet been established.

4. Solicitation of donations, goods, or services is permitted for approved fundraising events only.
5. Any publicity for a scheduled event, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the organization sponsoring the event. The Nonprofit Center shall not be identified or implied as a sponsor. Notify the NPC Director of any media outlets attending or utilizing the facility.

6. Organizations may not use the NPC phone number or mailing address as a point of contact, delivery location, or for event registration purposes (unless the organization has a signed license agreement for workspace in the building).
7. Food provided as part of a public event must be provided by a licensed establishment. No food prepared from a home kitchen is permitted. If the organization plans to have food, the organization must bring prepared food from a licensed establishment (i.e., grocery store, restaurant, etc.) or a licensed caterer. No cooking or preparation of food is allowed inside the Nonprofit Center. Caterers may cook outside (using mobile commercial equipment) with permission from the NPC Director or designee.
8. Organizations must provide their own dishes, utensils, paper products, etc. This applies to Resident Organization events as well. The kitchenette is available during regular business hours for standard office work or small, internal meetings.
9. Appropriate apparel must be worn in accordance with the facility area being used. Shirt and shoes are required at all times.
10. The responsible party is required to clean up after the term of use concludes. This includes placing all trash in trash receptacles. Large bags of trash should be disposed of in the dumpster (located outside on the ground level).
11. The furniture in all rooms may be rearranged for an event, but needs to be returned to its initial configuration at the conclusion of the event. Please unlock wheel casters to move tables. Re-lock wheel casters once in place for safety. Do not drag tables or chairs to prevent damage to the floors.
12. Tablecloths are available for some spaces and must be requested in advance. There is no fee for use unless tablecloths are returned damaged or excessively soiled.
13. Furniture and/or equipment from other areas of the Nonprofit Center may not be brought into the meeting or event spaces. Organizations may not bring in personal or rental furniture for use in the rooms.
14. Decorations or other materials may not be attached to facility walls without written permission from the Nonprofit Center Director or designee.
15. The Nonprofit Center does not provide storage space for events and will not assume responsibility for the security of private materials or equipment. Materials and equipment brought into the room for use by an organization are the sole responsibility of the organization.
16. To open up space for other nonprofits, organizations are asked to notify the Nonprofit Center staff as soon as possible if a reservation needs to be canceled. If an Organization has not arrived within 30 minutes of their scheduled time, the reservation will be canceled and counted as a "no show".
17. Entry to the room will not be allowed prior to the scheduled start time. When reserving the room, please include the time needed for set up and clean up. All attendees must vacate the room fifteen (15) minutes prior to the closing of the Nonprofit Center (5:45 p.m.) unless co-sponsored by a resident organization. In those cases, everyone must leave the building by 9:00 pm.

18. Permission to use the space at the Nonprofit Center may be withheld from Organizations that have failed to comply with the rules outlined herein and/or from any damages to the facility space, equipment, or materials.
19. The Nonprofit Center follows Anne Arundel County Government for closures due to inclement weather. In the case of an emergency closure, every effort will be made to notify organizations scheduled for use.

Additional Rules and Regulations for Resident Organizations with an Annual License Agreement for Office Space

1. Nonprofit employees with a key-card may access the facility from the ground level on the west side.
2. Anyone using the kitchenette shall wash their own dishes, keep the countertop clean, and remove any items from the refrigerator by Friday each week. Items left in the refrigerator will be thrown away.
3. No microwaves or coffee pots, except those provided by the NPC, are permitted in the building. Space heaters are strictly prohibited.
4. Only materials specific to resident organizations or county/nonprofit health and human services are permitted to be posted in the resource area. Any inappropriate material will be removed by NPC staff.
5. The NPC staff must approve any materials to be posted to walls in meeting rooms, hallways, common areas, and any area not licensed as a dedicated space to a resident organization.

Updated: April 2025

Subject to change