



Welcome!

Thank you for your interest in reserving the conference room at the BüroBox.

We are a membership-based collaborative workspace and resource center for entrepreneurs striving to foster business growth and to support young businesses. To increase support to the entire business community, we are now offering the conference room as a unique new venue to rent for meetings downtown.

The conference room features a beautiful wooden conference table that seats 8 -10 people, a large television to project presentations or to video teleconference, a whiteboard, a Keurig, and more. Renters will also have access to the kitchenette to provide light refreshments.

Büro taken from the German word for "office," is the office boxed full of creative and corporate diversity. This location in the Arts & Entertainment district, in close proximity to creative service companies, restaurants, and the education center, is where innovation and creativity collide downtown!

Thank you for choosing to meet INSIDE the Box!



# Conference Room Rental Application- Non-Member

SEE REVERSE SIDE FOR HOURS AND RULES PERTAINING TO CONFERENCE ROOM

Name:		
Organization/Business Name:		
Address:		
City:	State:	Zip:
Business Phone:		Cell Phone:
Email:		
<input type="checkbox"/> For Profit Business		<input type="checkbox"/> Non-Profit Business
Non-profit groups <b>must</b> provide IRS documentation of their non-profit status at time of registration		

Date of Meeting:
Time you want admittance to Room:
Meeting Start Time:
Time you will vacate the Room:
Size of Group Expected: (Maximum 10)
Topic or Purpose of Meeting:
Kitchenette Facilities Desired? <input type="checkbox"/> YES <input type="checkbox"/> NO
Audio/Video Desired?: <input type="checkbox"/> YES <input type="checkbox"/> NO

AGREEMENT: The undersigned hereby agrees on behalf of the above named organization/business to be responsible for any damage sustained to the BüroBox property while being used by the Organization/business, and further agrees they have received and read and will conform to all rules and regulations as set forth on the reverse side of this application.

The Lessee/User further agrees that it shall indemnify the City of Hagerstown and hold harmless the City of Hagerstown against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Signature

Print Name

Date

Phone Number

Title

Email (Confirmation will be sent to this address)

**APPLICATION AND CONFERENCE ROOM FEE MUST BE TURNED IN AND PAID 14 WORKING DAYS PRIOR TO MEETING**

14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740 Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117  
Email: [dced@hagerstownmd.org](mailto:dced@hagerstownmd.org) [www.hagerstownmd.org](http://www.hagerstownmd.org)

Guidelines: The City of Hagerstown’s service includes providing conference room space at the BüroBox for group use by both profit and nonprofit businesses. The City of Hagerstown welcomes the use of its conference room at the BüroBox by renters who agree to observe the rules and whose activities will not adversely affect the BüroBox operations nor disturb its members. The conference room may not be used for purely social purposes which include but are not limited to parties or entertainment. The conference room may not be used as a sole or primary location to conduct regular business operations.

**Priority for the use of the conference room will be given in the following order:**

- Members of the BüroBox
- Non-members

The room will be reserved and charged in increments of 4 hours.

<b>Non-Member Fee</b>	<b>Non-Profit/Government Agency</b>	<b>Profit</b>
Up to 4 hours	\$75.00	\$135.00
4 to 8 Hours	\$150.00	\$270.00

Checks should be made to **The City of Hagerstown.**

The use of the conference room by any organization or business is subject to the approval of the City of Hagerstown’s Department of Community and Economic Development.

**Conference Room Guidelines:**

Room Use:

1. Conference room attendance is limited to the posted room capacity determined by building and fire regulations. Conference Room max: 10 people.
2. The group reserving the conference room may charge an admission fee to the meeting; however, they may not sell products within the BüroBox. Temporary signage director attendees to the location may be posted on areas where damage will not occur. Exterior temporary sandwich board sign may also be used.

Reservations:

1. All prospective users must fill out an application. Applications are available online at [www.theburobox.com](http://www.theburobox.com) or at the DCED office.
2. It is recommended reservations for the conference room be made two (2) weeks in advance of use to gurantee availability.
3. Non-profits organizations must provide documentation of the non-profit status at time of registration with application form.
4. Conference room fee will be refunded with 24 hour advance notice. Cancellations less than 24 hours will not be refunded.
5. When making a reservation for the conference room, renter must allow time to return the room in its original condition. Lights must be turned off at the end of the meeting.
6. The person applying for the reservation of the conference room should retain a copy of the regulations for referral.
7. Applicant must pick up and drop off the key at DCED, 14 North Potomac Street, #200A, Hagerstown, MD. Applicant may pick up the key the day before the meeting or day of if after  
14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740 Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117  
Email: [dced@hagerstownmd.org](mailto:dced@hagerstownmd.org) [www.hagerstownmd.org](http://www.hagerstownmd.org)

8am and return the key before 4:30pm the same day or the day after the meeting if the meeting ends after 4:30pm.

8. The facilities are available for use Monday – Friday, 7:00am—6:00pm. Anything outside these hours are subject to approval.
9. **Organizations or businesses using the conference room must provide a Certificate of Insurance (COI) naming the City of Hagerstown as additionally insured.**

#### Meeting Day:

1. Light refreshments may be served if requested in the application and if the kitchenette is left in an orderly condition.
2. No alcoholic beverages may be served.
3. Tobacco use is not permitted in any area of the property.
4. Any publicity, including brochures, flyers, radio and TV announcements, newspaper, social media announcements, ads, etc., must carry the name and the telephone number of the individual or organization sponsoring the meeting. The City's phone number may not appear on the publicity.
5. The City should not be identified or implied as a sponsor related to your use of the BüroBox .
6. Use of the BüroBox conference room is 100% self-guided and you and any staff will need to assist in any setup.
7. Equipment or items belonging to the BüroBox must remain in the conference room.
8. Attendees of the meeting must conduct in a way that allows BüroBox members relatively quiet enjoyment of other spaces of the facility.

#### General Guidelines:

1. The City of Hagerstown is not responsible for lost or stolen items.
2. The City of Hagerstown is not responsible for any injury to persons or damage to personal property resulting from the use of BüroBox facilities.
3. There is a \$50 lost key fee.
4. BüroBox equipment manual is located within the conference room.
5. Failure to adhere to conference room policies or guidelines may result in revocation of conference room privileges.

Completed applications and payment can be delivered to:

City of Hagerstown  
Department of Community and Economic Development  
14 North Potomac Street  
Suite 200A  
Hagerstown, MD 21740