



Meeting Room Reservation Form

Contact Name: _____ Organization: _____

Address: _____

Phone Number: (_____) _____ - _____ Email Address: _____

Name/ Type of Event: _____ Event Date: ____/____/____

Time Frame: * _____ am/pm TO _____ am/pm Number of Attendees: _____

**Please note weekend availability is extremely limited. Please call Debra Lampton at 410-964-2880 x105 for all weekend rental inquiries.*

MSDA Room(s) Needed: (Please circle)

Room:	Classroom A	Classroom B	MSDA Board Room
Max Occupancy:	60	40	16

AV Needs:

All rooms are equipped with LCD projectors. Please bring your laptop as well as a flash drive with your meeting materials in case your computer is not compatible with our system.

- | | | |
|---|-----|----|
| Will you require the use of an LCD projector? | Yes | No |
| Will you require sound? | Yes | No |
| Will you require a Conference Call Phone? ** | Yes | No |

***If you do not have your own dedicated line, additional charges apply (please see below for more information)*

Catering Information:***

Will you be providing catering for your event? Yes No

If so, what meals will you be providing: _____

****The MSDA does not provide catering services. However, food can be delivered to:*

*8901 Herrmann Dr.
Columbia, MD 21045*

Please note that you must be on site to receive your food when it is delivered.

Room Configuration Needs:

Classrooms A & B are in “Classroom” configuration with tables and chairs facing a projection screen. The MSDA Board Room is in “Board Room” configuration with tables and chairs facing each other. Please feel free to alter the room set up to meet your event needs. **Please note that it is your responsibility to return the space to its original condition after your event.**

Special Instructions

Please indicate if there are any special accommodations that you will need for your event.

MSDA Rental Policies

All room rental forms must be submitted at least 2 weeks prior to the requested rental date (please note all rentals are on a first come, first serve basis).

Room Rental Hours of Operation:

Daytime:

- Setup available starting at 7:30 am
- Monday-Friday 8:00 am – 4:00 pm

Evening:

- Setup available 3:00 – 4:00 pm
- Monday-Thursday 4:00 – 8:00 pm

Included AV Devices:

All rooms are equipped with AV devices and wireless internet. Additional items such as easels and podiums may be added upon request for no additional charge.

Conference Call Phone System (Polycom):

The MSDA Polycom phone is available for use upon request. The use of this system is complimentary with your own access number. If you do not have your own access number, you may use the MSDA number for an additional \$15.

Parking:

Our facility has limited parking during normal business hours, with additional street parking available. There is no additional charge to park.

Food & Beverage/Catering Needs:

The MSDA has a full kitchen including: oven, microwave, dishwasher, vending machine, water cooler, and coffee service. *Please note: you may bring your own K-Cups for no additional charge or request for coffee to be brewed for your group for an additional fee of \$25.* The MSDA also has catering supplies that can be utilized upon request. The MSDA does not provide catering services. However, food can be delivered to: 8901 Herrmann Dr., Columbia, MD 21045.

Please note that you must be on site to receive your food when it is delivered.

Room Rental Fees:

Prices are subject to change and are based on standard event needs. Special requests involving additional staff or other resources may result in price variation.

\$250 Half Day (up to 4 hours)

\$500 Full Day (up to 8 hours)

Please submit all room rental requests to:

Alicia Hinkle at alicia@msda.com or

Debra Lampton at debra@msda.com

The MSDA is located at 8901 Herrmann Dr, Columbia, MD 21045

Payment Information

Room Rental: \$ _____ PolyCom: Yes No Coffee Service: Yes No Total: \$ _____

Method of Payment: Check Number # _____ Credit Card: VISA MC AMEX DISC

Credit Card Number: _____ Exp Date: ____/____/____

Signature: _____ Date: _____