



# Community Events Policy

The Justice Thurgood Marshall Amenity Center (JTMAC) at PS 103 recognizes that events and programming play a key role in fostering meaningful partnerships, collaboration, and building stronger communities. Beloved Community Services Corporation (BCSC) seeks to work collaboratively with tenants and local organizations to develop and provide a range of annual events for the West Baltimore community. A schedule of these events and regular programming will be shared on our website.

The JTMAC also seeks to provide space for Community Events – defined as events hosted by West Baltimore community associations, government agencies, and community-development organizations, at reduced or no cost. The following Policy outlines the terms and procedures for reserving Community Events.

## Scope:

This Policy applies to community groups who stage events for the enjoyment of the broader West Baltimore community. All Community Events must be...

- Reserved or facilitated by West Baltimore community associations, government agencies, and community-development organizations.  
*\* All non-profit organizations falling outside of this designation or non-profit organizations looking to host a private event receive a 15% discount on regular events rental rates.*
- Targeted at increasing a sense of belonging within the West Baltimore community or events targeted at increasing community benefit, safety, capacity building, visitation, or economic impact.
- Open to the broader West Baltimore community or a specific community designated by a relevant community or local government organization
- Hosted within events operating hours – 7:00am – 10:00pm Mon-Fri, 9:00am – 10:00pm Sat-Sun.  
*\*All weekend events must reimburse costs associated with staff time – estimated at \$100/hr.*

## Exemptions:

The following proposals are exempt from our Community Events Policy:

- Events falling outside of the building's event operating hours: 7:00am – 10:00pm, Mon-Fri / 9:00am – 10:00pm, Sat-Sun.
- Private Events closed to the broader community such as birthdays, weddings, and anniversaries.  
*\* Private Events hosted by West Baltimore residents receive a 15% discount on regular events rental rates*
- Events that interfere with regular tenant programming.
- Events that have a negative impact on the surrounding community. Examples include, but are not limited to pyrotechnics and fireworks, traffic and car park congestion, road events, temporary structures, amplified noise, restricted use of public spaces, large gatherings of people and lengthy events set up and pack down.
- Events that do not adhere to all the Justice Thurgood Marshall Amenity Center, city, state, and federal permits and policies.



## **Community Events Reservation Process:**

### **Step One: Event Request**

All Community Events must be reserved or facilitated by a West Baltimore community association, government agency, community-development organization, or JTMAC tenant community partner. To request a Community Event, a representative from the host organization should fill contact the [Events Booking Form](#) *at least 30 days prior to the event.*

### **Step Two: Review and Approval**

JTMAC Staff will review and assess all Community Events requests against the policies listed above and existing JTMAC events calendar and respond to requestee via phone or email *within 10 business days.*

### **Step Three: Events Rental Agreement**

All approved Community Events must execute the JTMAC Events Rental Agreement and provide all necessary Certificate of Insurance (COI), permits, and documentation *at least 15 days prior to event.* Failure to do so will result in the cancellation of the event.

JTMAC staff will work collaboratively to confirm events that meet the legislative requirements of JTMAC building and other local authorities.

### **Step Four: Marketing and Promotion**

Marketing support may be provided, where applicable, to community groups to assist them in the promotion of their events to the broader community. This may include, but not be limited to, JTMAC website, community newsletter, and social media channels. Host organization should provide copies of all marketing and promotional materials *at least 15 days prior to event* for this purpose.

### **Step Five: Event Set Up and Breakdown**

Please note that the JTMAC does not provide catering services or staffing outside of required security. Host organizations and affiliated parties are responsible for all set-up, catering, and breakdown for Community Events.

Additional rental time will be allocated for set-up and breakdown and indicated in the Events Rental Agreement. Host organization and affiliated parties must return events space to the condition prior to rental start-time. The host organization will be held liable for the cost of any relevant hold over fees, damages, or additional janitorial services required following event.