

**Request for Use of ACP Facilities
Outside Organizations**

Date _____

1. Name of Organization _____

2. Any sale of goods or services? Yes _____ No _____

3. Admission to be charged (beyond minimal charge to cover any meal cost)?
Yes _____ No _____

4. Any partisan political activity? Yes _____ No _____
*If you have answered yes to any of the above questions, we regret that we will be
unable to fulfill your requests.*

5. Address _____

6. Phone _____ Fax _____

7. E-mail Address _____

8. Contact Name _____

9. Type of Organization _____

10. What does your group do? _____

11. Affiliated with the University of Maryland? Yes _____ No _____
If yes, what is the nature of the affiliation?

12. Date of Meeting _____

13. Title of Meeting _____

14. Start Time _____ End Time _____

15. Purpose of function _____

16. Number of participants _____

GUIDELINES FOR USE OF THE AMERICAN CENTER FOR PHYSICS BY OUTSIDE GROUPS

The American Center for Physics is an office building serving the needs of the resident societies and their members and staffs. Hence, the allocation of any space or facilities in the building will be primarily committed to this fundamental purpose.

Since the American Center for Physics has attractive and convenient facilities that may be of interest to other groups, the ACP Board of Directors has established guidelines for the possible use of our facilities by outside groups.

GUIDELINE 1

Outside uses may be permitted for activities that are:

- a) Physics or physics community related.
- b) Related to employee involvement in a professional activity that is job related.

GUIDELINE 2

Outside uses should not constitute any significant direct or indirect financial or operational burden on ACP. There will be a fee for use of conference rooms (see attached Conference Room Rental Rates). Catering must be provided by a caterer approved by ACP and arrangements made by the outside group.

Outside groups using ACP facilities will be limited to 50 attendees.

Outside groups using ACP facilities during normal business hours (Monday through Friday from 8:00 a.m. – 6:00 p.m.) will be limited to 45 parking spaces. These parking spaces will be in a designated area.

GUIDELINE 3

Any use by outside groups will be limited to the first floor conference area and patio.

GUIDELINE 4

Sales of goods or services will not be permitted in the ACP facilities. ACP facilities are not available for outside activities involving an admission fee.

GUIDELINE 5

Any use by outside groups will be subject to assurances that the use does not compromise the quality or the cleanliness or the general professional decorum of the building and its surrounding areas.

GUIDELINE 6

No activity will be considered if it might compromise in any way the non-profit, tax-exempt status of ACP and its resident societies.

GUIDELINE 7

Fund-raising and other activities for political purposes will not be permitted in the building or on the property.

These guidelines are established in order to balance the need to maintain the private office role of this building and the recognition that ACP is a member of a community and wishes to be a constructive citizen of that community. Hence, we are prepared for outside groups to have limited use of our facilities

providing that the use is carried out with great respect to the physical resources and is consistent with the general interests of ACP and educational and scientific activities.

Requests for the use of ACP by outside groups must be made in writing. Approval authority for such requests rests with the ACP Board of Directors President. In the extended absence of the President, approval may be granted by the Secretary or the Treasurer of the Board.

Please note that the ACP Board reserves the right to cancel any outside activities prior to 30 days before the scheduled event.

The ACP Board may make exceptions to these guidelines on a case-by-case basis.

Prior to any use by an outside group, the attached waiver must be signed.

Name of Outside Group

Number of People

Date(s) of Function

Time Requested

REQUIRED SIGNATURES (Acknowledging Adherence to Guidelines)

Representative of Outside Group

Participating ACP Staff Person

ACP Office Services

ACP President

Date of Approval

AMERICAN CENTER FOR PHYSICS, INC.
WAIVER

_____ (“Host Organization”), in consideration of access and use of the premises known as the American Center for Physics, Inc., whether with or without charge for such access and use, hereby voluntarily assumes all risk of accident or damage to any person and their property while on the premises as a guest or invitee of Host Organization, and hereby releases and discharges the American Center for Physics, the American Institute for Physics, The American Physical Society and the American Association of Physics Teachers for all claim, liability or demand of any kind, for or on account of any personal injury or damage of any kind sustained, whether caused by the negligence of the American Center for Physics and/or the American Institute for Physics, the American Physical Society and the American Association of Physics Teachers or otherwise.

Name

Title

Organization

Address

Date

Witness: _____

Date: _____

**AMERICAN CENTER FOR PHYSICS, INC.
CONFERENCE ROOM RENTAL RATES**

| LENGTH OF MEETING | CONFERENCE ROOM A | CONFERENCE ROOM B/C |
|--------------------------|--------------------------|----------------------------|
| Full Day (weekday) | \$700 | \$360 |
| Half Day (weekday) | \$400 | \$220 |
| Full Day (weekend) | \$1,000 | \$550 |
| Half Day (weekend) | \$550 | \$350 |
| Evening | \$550 | \$350 |

ACP DOES NOT PROVIDE TECHNOLOGY EQUIPMENT OR SUPPORT

Revised, October 2015