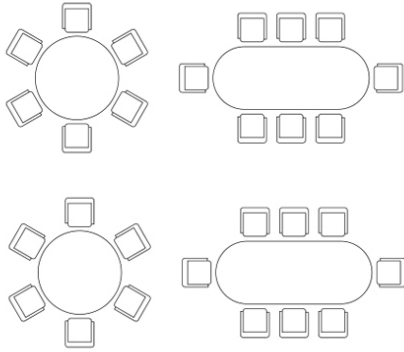
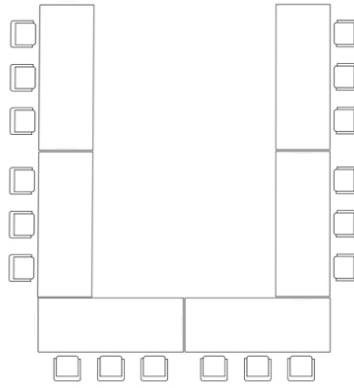


## FAQs for Outside Rentals

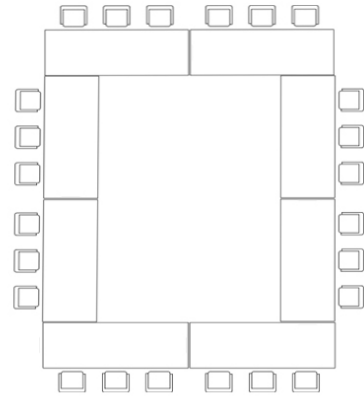
1. When is payment due? How do I make the payment?  
Payment is due on or before the day of the event. Payments can be mailed to the attention of the Finance Office, Frederick Community College, 7932 Opossumtown Pike, Frederick, MD 21702 or dropped off in person at the Students Account Office, located in Jefferson Hall. Credit card payments may be made over the phone by calling the Students Accounts Office at 301-846-2658.
2. Can I bring outside food?  
FCC does not provide catering for outside rentals. Food service in any FCC facility may only be provided by licensed commercial caterers.
3. What if the college closes due to inclement weather? Can I still have my event?  
All events will be automatically cancelled when the College must close due to inclement weather or other emergency conditions. The applicant will be provided a full refund or given the option to reschedule. If the College announces a delayed opening, the applicant may not access the space until the College opens. If the College announces an early closure, the applicant must vacate the facility by the time stated. Applicants should check the operating status of the College at frederick.edu for information about any closures or delays.
4. Can I rent space for a party?  
No. Private events such as birthday parties, baby showers, and weddings may not be held at FCC.
5. What is provided with my rental?  
Tables and chairs are provided and will be set up by FCC staff before the event. Most rooms are furnished with PC's and projectors. Easels, pads of paper, and other supplies must be provided by the applicant. Details about room setup and features will be discussed with Facilities Planning.
6. Am I able to have a stage at my event?  
In some locations, FCC can provide a stage. A representative from Facilities Planning will discuss options with you.
7. Am I able to get a discounted rate?  
Room rental rates for non-profit groups and governmental agencies will be discounted by 30%. This excludes the baseball field and theater. Technician fees will not be discounted.
8. Can I have my event on a weekend?  
Weekend rentals may be available depending on space and resource availability.
9. What types of table setups are available?  
Various setups are possible, depending on the room size and your needs. Please see below.



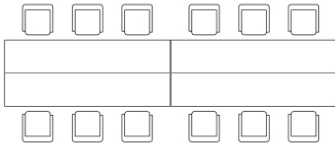
Ovals/Rounds



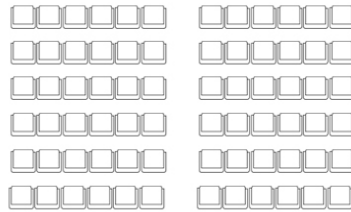
U-Shape



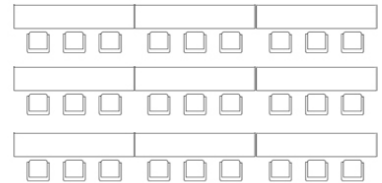
Open Square



Board Room



Theater



Classroom