

## Hays-Heighe House Rental by Organizations & Individuals outside HCC

### Fee Structure:

Room	Per Hour	Four-hour block	Eight-hour block	Discounts
D101	\$50	\$150	\$300	Not-for-profit organizations: 20% discount
D201	\$50	\$150	\$300	
D104	\$30	\$90	\$180	
D205	\$30	\$90	\$180	
Entire house	\$120	\$360	\$720	
Grounds	Grounds may only be rented in conjunction with rental of entire house. Cost is an added “flat fee” of \$50.			
NOTE: In keeping with college-wide policy, no fees are charged to Harford County Public Schools or to Harford County Government Agencies.				

Standard HCC fees for use of flip chart, AV equipment, etc. also apply.

Standard HCC policies for deposits at time of reservation apply.

Organizations/individuals who wish to rent the grounds are responsible for arranging and paying for tents, tables and chairs, etc. (including cost for set-up and strike-down).

### Procedures for Renting Space:

1. Organization should contact Events & Conferencing directly at [ddunaway@harford.edu](mailto:ddunaway@harford.edu) or 443.412.2117.

### Specific Conditions for Use of the Hays-Heighe House:

- HCC standard terms and conditions for rental of college facilities by outside organizations apply, including the restrictions on serving alcoholic beverages.
- Standard instructions for use of Hays-Heighe House apply ([Guidelines for Use of Hays-Heighe House](#)).