

**Public Access Corporation of DC (DCTV)**

**Brooks Mansion**

901 Newton Street, NE, Washington, D.C. 20017  
Phone: 202-526-7007 Fax: 202-526-6646

**Brooks Room Reservation**

The Brooks Room is named for the Jehiel and Ann Queen Brooks' family, who owned and occupied the original structure for nearly fifty years. It is available for rent by DC-based, non-profit organizations and members of DCTV in good standing, on a first-come, first-served basis, for meetings, seminars and other business gatherings when not being used by DCTV for training or other purposes.

**The Brooks Room is handicapped accessible.**

Event Date(s) and time(s) requested \_\_\_\_\_

**RENTER INFORMATION**

Organization/Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Contact person's phone \_\_\_\_\_ Fax \_\_\_\_\_

**EVENT INFORMATION**

Beginning Time(s) \_\_\_\_\_ Ending Time(s) \_\_\_\_\_

Event Name (to be posted) \_\_\_\_\_

Expected number of guests \_\_\_\_\_ (Brooks Room accommodates up to 50 folks)

Special Needs (if any) \_\_\_\_\_

ROOM SET-UP: Theatre \_\_\_\_\_ Classroom \_\_\_\_\_ Seminar \_\_\_\_\_ Other \_\_\_\_\_

**RATES and FEES**

Requested services must be prepaid to confirm reservation. *Room rental fee is waived for bona fide Brookland community groups; other charges may be applied. A copy of your invitation to meet in the Brooks Room must accompany your payment.* There is a \$50 charge for written cancellations received at least 72 hours before scheduled event; otherwise all prepaid fees are forfeited. Refunds processed in a timely manner. There is a charge equal to twice the rental paid for overtime use.

**WEEKDAYS:**

- Half-day (up to 4 hours before 6 pm) \$125
- Full day (4 to 8 hours before 6 pm) \$250
- Evenings (after 6 pm/before 10 pm) \$400

**WEEKENDS:**

- Saturdays only (between 10 am – 6 pm) \$400
- SET-UP CHARGE \$50

**FOOD SERVICES**

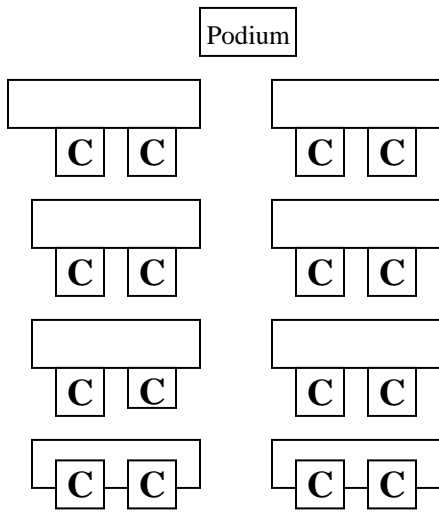
- BASIC BEVERAGE SERVICE TBA  
(coffee, tea, water)

**AUDIO / VISUAL SERVICES**

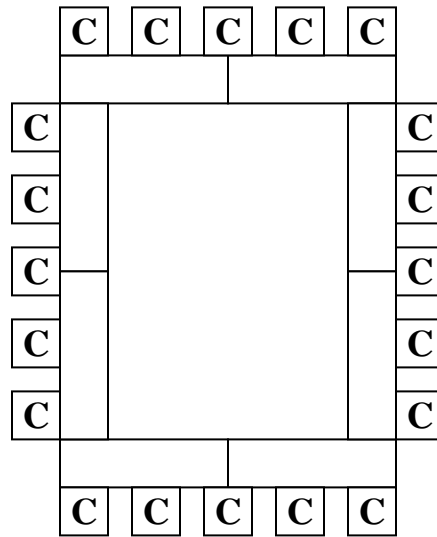
- Projection Screen \$25
- Overhead Projector \$25
- \_\_\_TV \_\_\_VCR \_\_\_DVD Player \$25
- PA [podium, mic(s)] \$50
- Flip Chart N/C
- Teleconference (video), live TBA
- Conference call (audio), 1 or 2 outside speakers, equipment only \$50  
Fees for call will be billed.
- A tour of BROOKS MANSION N/C

**Room Set-ups**

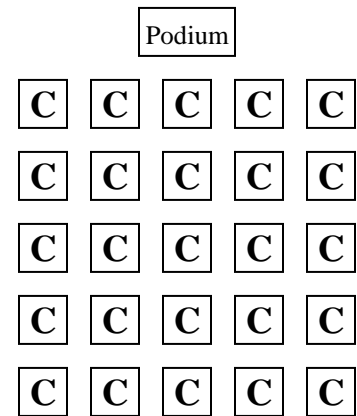
**Classroom**



**Seminar**



**Theatre**



**Policies and Procedures for Brooks Room Renters**

- Except as provided for herein, the use of the Brooks Room is governed by the same policies that apply to all other facilities of DCTV. They are published in the *Producer's Policy Manual*, a copy of which will be sent to each renter.
- Events are only scheduled during business hours (Monday – Friday, 10:00 am to 10:00 pm, and Saturdays, 10:00 am to 6:00 pm). The room must be vacated 15 minutes before the end of the rental period to permit DCTV to set up the room up for the next user. All activities associated with an event, including registration, must be undertaken within the Brooks Room.
- Renter may serve food in the Brooks Room. Beverages are limited to natural colors only. (No colas). Alcohol is prohibited without special permission from DCTV. The Renter is responsible for any damages to the Brooks Room and agrees to leave the Brooks Room in good condition. All trash should be bagged and stored in trash containers in the kitchen on the 2nd floor.
- Any tour of Brooks Mansion (allow 30 minutes) is conducted within the time rented.
- Limited parking is available on the premises in a parking lot on the northeast corner of the property. No parking is permitted on the grass. Overflow parking may use the driveway leading to Monroe Street, with the first car closest to Monroe Street and the other lined up behind it.
- All attendees are guests of DCTV, and will need to sign-in as such. Owners of vehicles parked on the premises need to add their license plate information.
- Windows may only be opened by DCTV staff.
- Decorating is permitted. Attachments to the walls, windows, ceiling or fixtures is prohibited. Use of lit candles is prohibited.
- Equipment may be loaded through the front door only under the supervision of DCTV staff.
- The sale of tickets or the collection of money for any reason is prohibited.
- A check in payment of services requested, returned to DCTV on account of insufficient funds incurs penalties, and cancels the reservation for the events unless it is redeemed with cash or a money order within 24 hours.

I understand the foregoing policies and procedures and agree to adhere to them and all relevant ones, namely Sections 900 and 975, in the *Producers' Policy Manual*.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title \_\_\_\_\_