



The Bethel Empowerment and Wellness Center (BEWC) offers prime event space with the Empowerment Hall and the main conference room. With flexible seating and table configurations in the Empowerment Hall, and a private sound-proof conference room, BEWC is a space for corporate and community-based events.

BEWC COMMUNITY EVENTS POLICY



OUR COMMITMENT TO COMMUNITY

The Bethel Empowerment and Wellness Center (BEWC) was created to serve as a welcoming gathering place where residents, organizations, and partners can come together to strengthen community connections, celebrate culture, share resources, and advance neighborhood well-being.

As a community-centered facility located in the heart of West Baltimore, BEWC is committed to supporting events and activities that foster belonging, civic engagement, economic opportunity, health and wellness, education, and neighborhood pride. To help achieve this mission, BEWC makes its facilities available for Community Events at reduced or no cost when resources permit.

This policy outlines the eligibility requirements and procedures for reserving space for Community Events.



COMMUNITY EVENTS ELIGIBILITY

Community Events are activities that are designed to benefit residents and strengthen the social, cultural, economic, educational, or civic fabric of West Baltimore.

To qualify under this policy, events must:

- ✓ Be organized, sponsored, or facilitated by a community association, neighborhood organization, government agency, educational institution, faith-based organization, community-development organization, or BEWC community partner.
- ✓ Demonstrate a clear community benefit, including but not limited to:



Community Engagement & Neighborhood Building



Health & Wellness Promotion



Workforce & Economic Development



Youth & Family Enrichment



Public Safety & Violence Prevention



Arts, Culture & Heritage Preservation



Civic Participation & Community Education

- ✓ Be accessible to the broader Baltimore community or a specific population identified by a community-based or governmental organization.
- ✓ Support BEWC's mission of empowering residents, strengthening neighborhoods, and improving quality of life.
- ✓ Take place during standard facility operating hours:



Monday–Friday: 9:00 a.m. – 8:00 p.m.

Saturday–Sunday: 10:00 a.m. – 8:00 p.m.



BEWC
BETHEL EMPOWERMENT
AND WELLNESS CENTER



1429 McCulloh Street
Baltimore, MD 21217



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NONPROFIT ORGANIZATIONS

Nonprofit organizations seeking to host private or invitation-only events, are eligible for a **20% discount** off standard rental rates.



EVENTS NOT COVERED UNDER THIS POLICY

The following activities are not eligible for Community Event status:

- Events occurring outside of standard facility operating hours unless special permission is obtained.
- Private celebrations such as weddings, birthdays, anniversaries, reunions, and similar gatherings.
 - West Baltimore residents hosting private events may receive a **10% discount** on standard rental rates.
- Events that conflict with scheduled tenant programs, community services, or BEWC operations.
- Events that may create unreasonable disruption to neighbors, tenants, or surrounding community activities.
- Activities requiring permits, licenses, or approvals that cannot be obtained or maintained by the event organizer.
- Events that fail to comply with BEWC policies, insurance requirements, or applicable city, state, and federal regulations.



BEWC reserves the right to deny or cancel events that may adversely impact the safety, accessibility, reputation, or community mission of the Center.



COMMUNITY EVENTS RESERVATION PROCESS

1 STEP 1: SUBMIT AN EVENT REQUEST

Organizations seeking to host a Community Event must complete the BEWC Event Booking Form at least thirty (30) days prior to the proposed event date.

The request should include:



Event description and purpose



Sponsoring organization



Anticipated attendance



Requested space and event schedule



Special equipment, accessibility, security, or logistical needs

2 STEP 2: REVIEW AND APPROVAL

BEWC staff will review requests based on:

- ✓ Alignment with the Center's mission and community priorities
- ✓ Facility availability
- ✓ Operational requirements
- ✓ Potential impact on tenants, residents, and surrounding neighborhoods

Applicants will receive a response within **ten (10) business days** of submission.

3 STEP 3: EVENT AGREEMENT AND DOCUMENTATION

Approved events must execute a **BEWC Event Rental Agreement** and provide all required documentation, including:



Certificate of Insurance (COI), if applicable



Required permits or licenses



Security plans, when necessary



Any additional documentation requested by BEWC



All required materials must be submitted at least fifteen (15) days prior to the event date. Failure to provide required documentation may result in cancellation of the reservation. BEWC staff will work collaboratively with event organizers to help ensure compliance with facility requirements and applicable regulations.



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