

## Regional Center Booking Schedule

### BCC (Bethesda – Chevy Chase) Regional Center

4805 Edgemoor Lane Bethesda, MD 20814

*A mandatory site visit is required for all first time users. Visits must be scheduled with Catina Tyson at the location: 240-777-8208*

<b>Rooms</b>	Available M-F 8:30am-10pm; Sat-Sun 9am-5pm; two 6-foot and two 4-foot tables; 70 chairs arranged theater style; coffee and light refreshments permitted. Room A and B can be combined into one large meeting room on weekdays; rooms cannot be combined on Friday after 5pm and on weekends
<b>West Conference A(M)</b>	
<b>East Conference B(Sm)</b>	Available M-F 8:30am-10pm; Sat-Sun 9am-5pm; two 6-foot and two 4-foot tables; 20 chairs w/tables; coffee and light refreshments permitted. Room A and B can be combined into one large meeting room on weekdays; rooms cannot be combined on Friday after 5pm and on weekends
<b>Norfolk Conference C (Sm)</b>	Available M-F 8:30am-10pm; Sat-Sun 9am-5pm; glass top conference table with 16 chairs; coffee and light refreshments permitted; equipment available M-F from 8:30am-5pm
<b>Wisconsin Multipurpose D (L)</b>	Available M-F 5pm -10pm; Sat-Sun 9am-5pm; equipment and supplies must be provided by user; coffee and light refreshments permitted; groups of 20 or more serving refreshments must hire custodial service to clean-up after meeting; room capacity 100 people; chairs are provided but user must set up and take down
<b>Veterans Park - Bethesda</b>	Brick-paved park; 80x60x60; accommodates 50-100 people; non-profit use only

### Eastern Regional Center (Unavailable Effective 07/21/14)

3300 Briggs Chaney Road Silver Spring, MD 20904

Unavailable Effective 07/21/14

### Mid-County Regional Center

2424 Reddie Dr. Wheaton, MD 20902

Conference Room 101(Sm)	Available M-F 8:30am-9pm, Sat-8:00am-1:00pm; security guard after 5pm M-F; 8 tables, 26 chairs Closed Sunday
Conference Room 223 (Sm)	Available M-F 8:30am-9pm, Sat-8:00am-1:00pm; security guard after 5pm M-F; oblong table seats 9 Closed Sun

### Upcounty Regional Center

12900 Middlebrook Road Germantown, MD 20874 *For booking inquiries please call 240-777-2746*

Conference Room A (Lg)	Available M-Th 8am-9:30pm; F 8am-5pm; Sat-Sun 9am-5pm; capacity 50 seated, 100 standing; oblong table, approximately 75 chairs; TV/VCR, overhead projector and slide projector
Conference Room C (Sm)	Available M-Th 8am-9:30pm; F 8am-5pm; Sat-Sun 9am-5pm; capacity 15-20; oblong table, 20 chairs; TV/VCR, overhead projector and slide projector
Conference Room D (Lg)	Available M-Th 8am-9:30pm; F 8am-5pm; Sat-Sun 9am-5pm; oblong table, 50 chairs; TV/VCR, overhead projector and slide projector