

NIH TRAINING CENTER ROOM RENTAL POLICIES

Room Rentals are only for the NIH community.

- **Cancellation:** Room rentals can be cancelled up to 10 business days prior to rental date without penalty. Any cancellations received after the cancellation deadline will result in a charge of the full agreed upon amount.
 - **Last minute booking:** In some cases, we can accommodate last-minute rentals if our classrooms are not in use.
 - Reservations made within the 10-business day cancellation period will incur the full charge if cancelled.
- **Parking:**
 - The [White Flint Metro parking](#) is located behind the building. If you need to park directly at the Metro, please arrange for a SmarTrip card through your IC or administrative office in advance of your visit.
 - If you are on Transshare and need to drive to the NIHTC facility, please visit the [ORS site](#) for a temporary permit.
 - There are [Shuttle Services](#) from the NIH Main Campus.
- **Remote Participants:** If your room rental includes remote participants, a minimum of 10 days' notice is required. If you plan to use Zoom, be prepared to provide your own support to manage the Zoom event.
- **Liability:** ICs are responsible for the condition of the equipment and furniture in the rented classroom for the duration of the rental agreement period. Damages will be itemized and charged to the IC CAN provided.
- [Reasonable Accommodations](#)

