

Handelman Conference Center

(accommodates up to 120)

Full Day (up to 9 hours, between 8 am and 5 pm)

LifeSpan members \$545, nonmembers \$795

CONFERENCE 1 (up to 80)

LifeSpan members \$395, nonmembers \$695

CONFERENCE 2 (up to 40)

LifeSpan members \$295, nonmembers \$495

Half Day (up to 4 consecutive hours, between 8 am and 5 pm)

LifeSpan members \$395, nonmembers \$545

CONFERENCE 1 (up to 80)

LifeSpan members \$295, nonmembers \$495

CONFERENCE 2 (up to 40)

LifeSpan members \$245, nonmembers \$445

Rifkin Board Room

(accommodates up to 18/28)

Full Day (up to 9 hours, between 8 am and 5 pm)

LifeSpan members \$395, nonmembers \$595

Half Day (up to 4 consecutive hours, between 8 am and 5 pm)

LifeSpan members \$295, nonmembers \$495

Procedure for Reserving Space

For the Handelman Conference Center,
contact **Annmarie Gordon**, Education Program Manager
at 410-381-1176, x 240, or at agordon@lifespan-network.org.

For the Rifkin Board Room,
contact **Donna Bonum**, Director of HR/Business Affairs
at 410-381-1176, x 221, or at dbonum@lifespan-network.org.

Contracts are available upon request,
and are required for all Handelman Conference Center
and Rifkin Board Room space rentals.

We look forward to welcoming you to the collaborative hub
for Mid-Atlantic senior service leaders!



7090 Samuel Morse Drive, #400
Columbia, Maryland 21046
Telephone: 410-381-1176
www.lifespan-network.org

Conference and Meeting Space



**The Handelman Conference Center
and Rifkin Board Room
are open for business...and available
to you to host your program or event!**

About LifeSpan and The Beacon Institute

LifeSpan Network is the largest senior services provider association in the Mid-Atlantic, representing more than 350 organizations in Maryland and the District of Columbia. LifeSpan's members include not-for-profit and



for-profit organizations providing care and services to seniors across the continuum of care, including: independent living, assisted living, skilled nursing, continuing care retirement communities, affordable seniors housing, adult day services, community-based services such as home care and hospice, village networks, and hospital-based programs.

Professionals involved in senior services in Maryland and the District of Columbia turn to LifeSpan Network to learn about the latest policy trends, regulatory and financial updates, design/build, technology, and other trends in senior services. LifeSpan's **Beacon Institute** provides more than 80 educational programs annually for providers. Beacon also provides scholarships, as well as many other programs.

Through LifeSpan Products and Services, the association also offers a number of great product and service discounts that providers can take advantage of to help them save money and increase operational efficiencies.

About the Collaborative Hub

The Handelman Conference Center and **Rifkin Board Room** provide a comfortable and spacious setting for a meeting, program, or conference. Centrally located in the Gateway Community of Columbia, Handelman and Rifkin are equipped with the latest technology for group educational programs and conferences, including projection screens, high definition television, audio/video conferencing, and a fully-equipped sound system. All of the technology in both Handelman and Rifkin can be operated with an easy to use wall-mounted touchpad.

The Handelman Conference Center includes a sound-proof air wall feature, which enables groups to host up to 120 in the full conference center, or up to 80 (left side of the space) or up to 40 (right side of the space), in a classroom-style setting with tables and chairs. **The Rifkin Board Room** can accommodate up to 18 in a rectangular board room setting, with an additional capacity for 10 chairs around the perimeter of the room.



Terms and Conditions

The Handelman Conference Center and **Rifkin Board Room** are open for meeting and program reservations on a space-available basis. Handelman can ONLY be reserved within a 30-day window from the date of reservation confirmation; Rifkin can be reserved within a 60-day window.

In the event of inclement weather, please rely upon Howard County Public Schools' closings and delays schedule. When HCPSS is closed/delayed, LifeSpan is closed/delayed, and conference center/board room availability will be reflective of this practice. Meeting and program organizers are responsible for communicating the policy with participants in advance.

Rental Fee Schedule

The rental fee includes access to space, access to registration desk, access to kitchen/staging area, and access to men's and women's rest rooms. Food and beverages, administrative services, and office services (copier, paper, etc.) are NOT included. Meeting/program host must provide reasonable cleanup (trash in containers, spills wiped up, etc.) after use of the space.