



RATES AND RULES FOR RENTAL OF ASSOCIATION EDUCATION FACILITY

Members: No deposit required Non-Members: \$100 refundable deposit is required

FEES:

Room Rates during regular business hours (9:00 am to 5:00 pm includes coffee):

For Room A or B (seats 75)

Members: Half day (4 hours or less) \$275*
 Full day (more than 4 hrs.) \$450*

Non-Members: Half day (4 hours or less) \$375*
 Full day (more than 4 hrs) \$650*

For BOTH A & B (seats 150)

Members: Half day (4 hours or less) \$375*
 Full day (more than 4 hrs.) \$600*

Non-Members: Half day (4 hours or less) \$475*
 Full day (more than 4 hrs) \$800*

MEMBERS ONLY: Receive a 10% Room Rental discount if room is rented 2-5 times per year, receive a 15% Room Rental discount if room is rented 6-10 times per year, receive a 20% Room Rental discount if room is rented 11-15 times per year, receive a 25% Room Rental discount if room is rented 16 or more times per year.

Evening/Weekend hours Room Rates (includes coffee) No Discounts given for evening/weekend hours.

Members: Half day (4 hours or less) \$400*
 Full day (more than 4 hrs.) \$600*

Non-Members: Half day (4 hours or less) \$600*
 Full day (more than 4 hrs) \$900*

For BOTH A & B

Members: Half day (4 hours or less) \$600*
 Full day (more than 4 hrs.) \$900*

Non-Members: Half day (4 hours or less) \$800*
 Full day (more than 4 hrs) \$1100*

AV Equipment Rental Fees:

Members:

- DVD \$15
- LCD Projector \$50 (less than 4 hours)
- LCD Projector \$80 (more than 4 hours)
- Microphone—\$15
- Hands free Microphone—\$25

Non-Members:

- DVD \$25
- LCD Projector \$75(less than 4 hours)
- LCD Projector \$100(more than 4 hours)
- Microphone—\$25
- Hands free Microphone—\$40

*OTHER REQUIREMENTS: (PLEASE CHECK)

- | | |
|--|---|
| <input type="checkbox"/> Coffee/Tea (included in room charge)† | <input type="checkbox"/> Registration Table |
| <input type="checkbox"/> Use of Kitchen | <input type="checkbox"/> Markers/Board |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Flip Chart/Easel |
| <input type="checkbox"/> Copies Run (Please describe - Notify 5 days in advance – 10 cents per copy) | |

**I would like to reserve the Association Room _____ on : _____
 Hours: _____ until _____.**

I hereby agree to the rules and conditions outlined above. In the event that said rules and conditions are not met, a \$50.00 charge may be billed or, if applicable, the deposit will be forfeited.

Printed Name **Company Name**

Signature **Date**

For Association Staff ONLY

Approval: _____ **Date of Approval:** _____

Cancellation /Refund Policy: Registration will be fully refunded if written cancellation is received at least seven (7) days prior to the function. No refunds will be given for cancellations made within the seven (7) days prior to the function. Prices subject to change.