



Room Use Policy (Revised September 2008)

Complimentary use of the Education Center, Computer Training Lab and Conference Rooms at the MAAR office are for the benefit of our members. The facilities are not available for use to outside businesses, professional organizations or members of the public not affiliated with the Association. Members may schedule to use the facilities for internal business activity only. Examples include, but are not limited to, annual meetings, sales meetings, retreats, training and planning sessions. The room may not be used for recruiting or marketing purposes. Examples include, but are not limited to, home buyer education sessions and events to thank customers for their business. The facilities may not be used for any activities open to the public.

Scheduling priority is given for all Association activities including education courses presented by the MAAR Education Foundation. No events may be booked more than sixty (60) days in advance, and rooms cannot be placed on hold prior to the 60-day advance window. All groups may be bumped with ten (10) business days' notice if the Association needs the room.

The Computer Training Lab and Conference Rooms cannot be used outside of MAAR office hours (8:30 a.m.–5 p.m., Monday through Friday). The Education Center can be used before or after business hours only if there is a MAAR member from the firm using the facility on site during the event. Groups meeting before or after business hours must make special arrangements in advance in order to properly access and secure the building.

The facilities will be left in the way they were found. The Education Center will be set up in its standard, classroom-style arrangement. Groups may request that the arrangement be changed for a fee of \$150, or they can move the tables and/or chairs themselves as long as they are placed back in their original position. Groups using the facilities can provide their own refreshments and use outside catering.

Groups are responsible for cleaning up after themselves and leaving the facility as they found it. A fee up to \$50 will be charged to any group violating this policy. A fee up to \$150 will be charged to any group found violating the spirit of the usage policy. Violations reflect both on the individual member and the member's firm. The Association reserves the right to decline any reservation request of any group that has violated this policy on previous occasions.

Alcohol may not be served at any activities approved under this policy without an additional written agreement between the member and the Association, specifically allowing the serving of alcohol.

Any applicable charges will be assessed post-event and billed to the MAAR member's account as provided on the reservation form.