



MAAR ROOM RENTAL INFORMATION SHEET

Ed Anderson Conference Center – Room Capacity 55

Daily Rental Fees: (includes coffee and tea)

1. \$100.00 for the first hour
2. \$50.00 for each additional consecutive hour
3. \$200.00 for up to four hours
4. \$375.00 for up to eight hours
5. *Additional \$30.00 per hour “Mandatory After Hour MAAR personnel Fee” from 5:00 p.m. to 10:00 p.m.
6. Includes common hall, closets, and bathroom facilities.
7. Security deposit of \$100.00 per day is required upon receipt of signed contract.
 - a. 100% Security deposit is refundable prior to a 30 day cancellation.
 - b. Refundable security deposit of 50% up to 48 hours prior notice.
 - c. Non-Refundable security deposit with a less than 48 hour cancellation notice.

Audio Visual Equipment Rental Fees

LCD projector	\$50.00
Easel/Flip Charts	\$10.00
Lapel wireless microphone	\$ n/c
Digital document presenter	\$150.00
T-1 Internet Access (Ed Anderson CC only).....	\$25.00
DVD/VCR Rental	\$10.00

Food & Beverage Fees (not allowed in Computer Lab)

Coffee, tea (included in room rates).....	\$0.00
Water and can beverages (per can)	\$0.75

Computer Training Room – Room Capacity 14, Plus Trainer

Daily Rental Fee (includes T1 Internet Access & LCD)

1. \$100 for the first hour.
2. \$75.00 for each additional consecutive hour.
3. *Additional \$30.00 per hour “Mandatory After Hour MAAR personnel Fee” from 5:00 p.m. to 10:00 p.m.
4. Includes common hall, closets, and bathroom facilities.

5. Trainer available for additional fee to be negotiated.
6. Security deposit of \$100.00 per day is required upon receipt of signed contract.
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Room Regulations

1. The user shall assume full responsibility of any unlawful act and supervise the conduct of the members of the group.
2. Use only space approved on Agreement for use. Leave space used as you found it, including replacing items that were moved.
3. User will make no unauthorized changes to the room and will notify MAAR of special furniture arrangement needs at least 24 hours in advance.
4. Maximum capacity for the Ed Anderson Conference Center is 55. Maximum capacity for the Computer Lab is 19.
6. User will not use our telephone lines for long distance or other fee based calls. T1 Internet access is available for a fee when renting the Ed Anderson Conference Center. T1 Internet access and LCD is included in the Computer Lab rental fee.
7. No food or beverages are allowed in the Computer Lab.
8. MAAR Policy prohibits the serving of alcohol beverages during on site events.
5. User will not violate the NAR Code of Ethics or the RMLS Rules and Regulations as part of the program. (These may be accessed by our Website at www.mplsrealtor.com under Room Rental Information or copies will be provided upon request)
6. User will be responsible to repair or replace, at user's expense, any damage done to equipment, furnishings, building or network system.
7. The user may not communicate or imply any MAAR endorsement of any product or software system.
8. The REALTOR® Building is a Smoke Free environment.
9. Violation of these rules may result in the loss of deposit and denial of future use of the MAAR facilities.



ROOM RENTAL APPLICATION FORM

Date of event: _____ Date of application: _____

Reoccurring dates: _____

Name of applicant: _____

Address _____

City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____

Email: _____

Name of Organization: _____

Purpose of Use: _____

Time guests to arrive: _____ Departure: _____

Number of people you expect: _____

Room Requested:

Ed Anderson Conference Center

Computer Room

Equipment:

LCD
Projector

Easel/Flip
Charts

Wireless
Microphone

Digital
Presenter

T-1 Internet
Access

DVD/VCR
Rental

Will you be using your own equipment? Yes ___ No ___ If yes, list
equipment _____

The User may not communicate or imply any MAAR endorsement of any product, service or software system. This is a SMOKE FREE facility. MAAR Policy prohibits the serving of alcohol beverages during on site events. User will not violate the NAR Code of Ethics or the RMLS Rules and Regulations as part of the program. (These may be accessed by our Website at www.mplsrealtor.com under Room Rental Information or copies will be provided upon request) MAAR reserves the right to grant, condition or refuse this application in sole and absolute discretion.

Ed Anderson Conference Center – Room Capacity 55

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Audio Visual Equipment Rental Fees

LCD projector	\$ 50.00
Easel/Flip charts	\$ 10.00
Wireless lapel microphone.....	\$ n/c
Digital document presenter.....	\$ 150.00
T-1 Internet Access	\$25.00
DVD/VCR Rental (Size)	\$10.00

Food & Beverage Fees

Coffee, tea (included in room rates).....	\$0.00
Water and can beverages (per can)	\$0.75
<i>(Food and Beverages are not allowed and may not be served in the Computer Lab)</i>	

Computer Training Room – Room Capacity 14, Plus Trainer

Daily Rental Fee (includes T1 Internet Access & LCD)

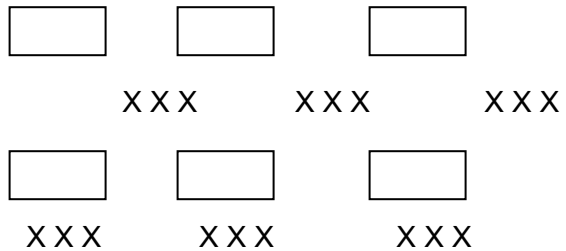
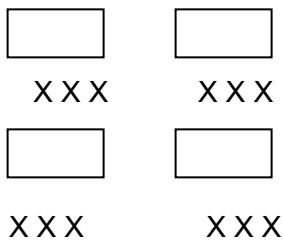
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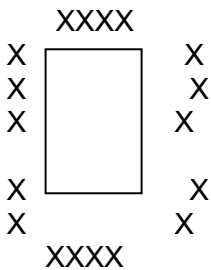
Ed Anderson Conference Center Set-Up

Set-Up: (Check one) If you have a special set up need, please attach a diagram and any additional information regarding the set up to help ensure proper set up prior to event.

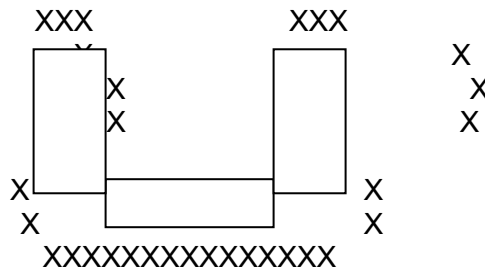
- SMALL CLASSROOM SET UP** (up to 25 capacity) **LARGE CLASSROOM SET UP** (up to 55 capacity)



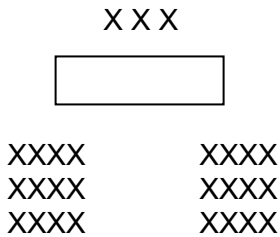
- CONFERENCE SYTLE (TABLES IN A SQUARE)**



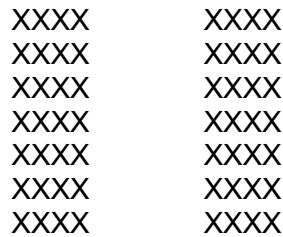
- CONFERENCE SYLE (U - SHAPED)**



- THEATRE SYTLE WITH HEAD TABLE FOR _____**



- THEATRE STYLE - NO HEAD TABLE**



PERMANENT COMPUTER ROOM SET-UP

