



Triangle Apartment Association Large Conference Room Rules & Regulations

- First priority will be given to the Triangle Apartment Association (TAA) and its Committee and Staff meetings.
- The Large Conference Room is designed to seat comfortably a maximum of Eighteen (18) individuals. Occupancy by more than eighteen is not allowed.
- On a space available basis, the TAA Large Conference Room may be reserved by members of the Triangle Apartment Association for the purpose of training employees and is to be used for educational purposes only.
- Conference Room Reservations may be made no more than sixty (60) days in advance.
- Use of the TAA Large Conference Room must be requested in writing by completing the accompanying reservation form. If the Large Conference Room is available at the time and date requested, written confirmation will be given.
- The rental for one-half day (4 hours or less) is \$100. The rental for a full day (4 hours or more) is \$200. Rental fee is due in advance of the program date(s). There will be an additional charge for damage to property or specific contents of the Conference Room. The damage charge will be determined by the Triangle Apartment Association.
- The rental of the Conference Room does include break service. Coffee is available (includes cups, creamer, sugar). Any other break service items are the responsibility of the Large Conference Room renter.
- Due to space limitations, lunch provisions are limited to box lunches and are the full responsibility of the renter.
- The Triangle Apartment Association does not provide supplies, copier service or clerical service.
- Use of the TAA Large Conference Room, other than by the Triangle Apartment Association, is limited to normal office hours (8:30 a.m. to 5:00 p.m.) Monday through Friday.
- The Conference Room is to be cleaned up after use and left as it was found. Furniture is to be returned to its original placement and equipment cleaned and stored in a proper manner. If refreshments are served, the break room is to be cleaned up after use and left as it was found. Trash and debris is to be placed in proper disposal containers.
- Nothing is to be placed or attached to the walls of the Conference Room.
- Consideration of other tenants that are on the same floor with the Triangle Apartment Association is requested.
- The Triangle Apartment Association is not liable for any actions, activities or injuries initiated by the Conference Room renter and occupants.
- **Cancellations must be received in writing.** Cancellations received within four weeks of the rental date will receive a full refund. Cancellations received three weeks prior to the rental date will receive a 75% refund. Cancellations received two weeks prior to the rental date will receive a 50% refund. Cancellations received one week prior to the rental date will receive a 25 % refund. Cancellations received less than one week prior to the rental date will not be entitled to a refund.

I have read the above Triangle Apartment Association Conference Room Rules and Policies. I agree to the Rules and Policies contained above and accept financial responsibility for all expenses associated with reserving and utilizing the TAA Conference Room space and equipment.

Printed Name: _____ Signature: _____
Date: _____

On Behalf of (Company/Property Name): _____ Date: _____



NOTE: This reservation form must be accompanied by a signed copy of the Triangle Apartment Association Conference Room Rules and Policies.

