



## Triangle Apartment Association (Non-Member) Training Center Rules & Regulations

- First priority will be given to the Triangle Apartment Association (TAA) and its education programs.
- The Training Center is designed to seat comfortably a maximum of thirty (30) individuals. Occupancy by more than thirty is not allowed.
- On a space available basis, the TAA Training Center 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.
- Training Center Reservations may be made no more than sixty (60) days in advance.
- Use of the TAA Training Center must be requested in writing by completing the accompanying reservation form. If the Training Center is available at the time and date requested, written confirmation will be given.
- The rental for one-half day (4 hours or less) is \$250. The rental for a full day (4 hours or more) is \$500. 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 Training Center. The damage charge will be determined by the Triangle Apartment Association.
- The rental of the Training Center does include break service. Coffee is available (includes cups, creamer, sugar). Any other break service items are the responsibility of the Training Center renter.
- Due to space limitations, lunch provisions are limited to box lunches and are the full responsibility of the renter.
- The Training Center is equipped with a dry erase board, dry erase markers and erasers. Permanent markers are not permissible on the dry erase board. In the event permanent marks are made on the dry erase board, the Training Center renter will be responsible for board replacement. A TV/VCR may be rented for \$45. An overhead projector may be rented for \$20. A flip chart may be rented for \$10. An LCD Projector may be rented for \$75. All equipment may be rented for offsite usage at a per day rate. The Triangle Apartment Association does not provide supplies, copier service or clerical service.
- Use of the TAA Training Center, 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 Training Center 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 TAA Training Center or break 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 Training Center renter and occupants.

I have read the above Triangle Apartment Association Training Center 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 Training Center space and equipment.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On Behalf of (Company/Property Name): \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) TAA Training Center Requested: \_\_\_\_\_





# Triangle Apartment Association Training Center Reservation Form

Member Requesting Use of Training Center: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date(s) and Time(s):

Beginning:	_____	_____	Ending:	_____	_____
	Hour	Date		Hour	Date
Beginning:	_____	_____	Ending:	_____	_____
	Hour	Date		Hour	Date

Number of Attendees: \_\_\_\_\_

Rental Fees: \$250 Half Day (4 Hours for Less)  
\$500 Full Day (4 Hours or More)

Special Needs: (Please indicate which of the following you will need)  
*Standard included dry erase board, dry erase markers and erasers*

- \_\_\_\_\_ TV/DVD/VCR \$45
- \_\_\_\_\_ Overhead Projector \$20
- \_\_\_\_\_ Flip Chart \$10
- \_\_\_\_\_ LCD Projector \$75

I agree to the Triangle Apartment Association Training Center Rules and Policies and accept financial responsibility for all expenses associated with reserving and utilizing the TAA Training Center space and equipment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter)

Confirming Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Triangle Apartment Association)

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

