



METROPOLITAN
BUILDERS
ASSOCIATION

Metropolitan Builders Association

N16 W23321 Stone Ridge Dr., Waukesha, WI 53188
Phone: (262) 436-1122 • Fax: (262) 436-1110 • www.mbaonline.org

AGREEMENT TO RENT MBA CONFERENCE ROOM

The Metropolitan Builder's Association of Greater Milwaukee (MBA) agrees to rent their conference room to Renter, _____, and the number of individuals attending is _____.

The following terms and conditions are essential terms to this contract:

- Renter assumes any and all responsibility for any damage to property, or any injury that results from the renter's use or possession of said property. The MBA holds no liability for any damage to property or person that occurs as a result of the renter's use of the property.
- The renter agrees to pay for any damages that may occur while they are renting (stains in the carpet occur, damage to walls, or any other damage).
- Renter agrees to restore the room to the condition and arrangement that was found when first entering the room.
- Renter agrees to make sure that all garbage from the use is properly bagged, any spills cleaned up, and that the counters and table-tops are wiped clean. Failure to comply will result in a \$50 Clean-up Fee.
- If the renter is having food catered, the caterer must return for any supplies/clean up necessary the same day.
- If any cancellations occur within 24 hours of the event, the renter will be charged in full for the room rental.
- Room rental includes only tables and chairs unless expressly mentioned below. It does not include clean-up, dishes, table cloths, etc. Renter is solely responsible for room clean-up, any table cloths, food or snack service and dishes. Organization of food services is the responsibility of the renter.
- Access to the renter is limited to the room being utilized and the bathrooms. If more space is needed, please consult an MBA staff member to check availability. (If damage occurs to other areas of the building, the renter will also be responsible for reimbursing the MBA for the cost of repair).
- Please try to keep noise down and limit cell phone use in our lobby and reception area as rental of our rooms is during the MBA's working hours.
- Please consult MBA staff for copies at an additional cost of 5¢ per copy.
- Rooms are only available during regular business hours of the MBA, Monday – Friday 8:00 am – 5:00 pm. Some exceptions may be made based on staff availability, but generally speaking, no meetings will be scheduled into the evening hours.

The MBA agrees to provide a room that is clean and ready for general use. If additional items are asked for in the contract above, the MBA is responsible to have all items available and in working condition. The MBA is not liable for any harm not due as a direct result of the MBA's negligence. Renter bears responsibility for any harm not caused as a direct result of the MBA's negligence.

The MBA, through its Executive Director, maintains the right to limit use or reject any proposed use of the facility at the Executive Director's sole discretion.

PLEASE CHECK APPROPRIATE BOXES

<u>Room</u>	<u>Description</u>	<u>Half Day Charge</u>	<u>Full Day Charge</u>
<input type="checkbox"/> Styza Conference Room	with Tables & Seating (Seats 70)	<input type="checkbox"/> \$160 (1-4 Hours)	<input type="checkbox"/> \$235 (4-8 Hours)
<input type="checkbox"/> Chudnow Board Room	with Large Table & Seating (Seats 25)	<input type="checkbox"/> \$80 (1-4 Hours)	<input type="checkbox"/> \$130 (4-8 Hours)

*Please note that the Small Conference Rooms & Library (Seats 5-6) are free of charge if used during MBA's business hours. Renter, however, is liable for any damage to the room during their use and no food is to be served.

Styza Conference Room Set-Up (set-up included in charge)

- Classroom style (tables & chairs)
- Theater style (chairs only)
- Hollow square (chairs are on the outside of square, maximum of 50)
- Other _____

Chudnow Board Room Set-Up (set-up included in charge)

- Room is preset with a large oval board table and chairs all around, (maximum of 25).

<u>Equipment</u>	<u>Description</u>	<u>Half Day Charge</u>	<u>Full Day Charge</u>
<input type="checkbox"/> Podium	Styza Room Only	<input type="checkbox"/> \$3 per person	<input type="checkbox"/> \$6 per person
<input type="checkbox"/> Screen	Available in Styza Conference or Chudnow Board Room		
<input type="checkbox"/> Projector	For Lap-Top and Video Presentation, available in both rooms		
<input type="checkbox"/> Flip Chart	Includes paper and markers		

<u>Beverage Service</u>	<u>Description</u>	<u>Half Day Charge</u>	<u>Full Day Charge</u>
Coffee, Water, & Variety of Soda	Creamer, sugar, cups, stir sticks provided. Water is available in Culligan jug.	<input type="checkbox"/> \$3 per person	<input type="checkbox"/> \$6 per person

Date room will be rented _____

Time: I will need access to the room from _____ to _____.

(Please include time needed for set-up and clean-up. Rooms are only available from 8:00 am – 5:00 pm.
Times outside of this range may be specially requested, but not guaranteed)

Specify what the room will be utilized for: _____

- We will be having food Catered
- We will be bringing in our own food

On-site Contact Name: _____

On-Site Contact Phone: _____

On-Site Contact Email: _____

(Please have On-Site Contact check in with MBA staff upon arrival)

Total amount due \$ _____

The MBA will invoice the company after the room rental date

RENTER INFORMATION REQUIRED:

(Authorized Agent, Print Name) (Company)

(Address, City, State, Zip)

(Contact Phone Number and E-mail)

(Signature) (Date)