



MICHIGAN PHARMACISTS ASSOCIATION

EXECUTIVE BOARD ROOM RENTAL POLICY

1. The attached rental reservation form, in addition to a signed copy of this policy, needs to be completed and returned to Bridget Long, MPA administrative assistant. Once the forms and deposit have been received, the availability of the room will be guaranteed.
2. The rates for use of the Executive Board Room are as follows:
 - \$100 for use during normal business hours (Monday-Friday, 8:30 a.m.-4:30 p.m.)
 - \$125 (for four hours use), after business hours, Monday-Friday.
 - \$150 (for four hours use) Saturday or Sunday. If additional four hours are requested, the total cost would be \$250 for the weekend rate.
3. There is a \$50 deposit due when forms are submitted. Checks may be made payable to MPA. Credit cards are also accepted via phone, if desired. The remaining balance is due 72 hours prior to event. If the event is cancelled with less than 24 hours' notice, your deposit will be forfeited.
4. Expected attendance for your event must be communicated to Bridget Long, MPA administrative assistant, at least four business days prior to your event. She can be reached at (517) 377-0220 or Bridget@MichiganPharmacists.org.
5. If alcohol will be served, MPA **MUST** receive a copy of the liquor license 24 hours prior to the event. If a copy is not provided, your reservation may be cancelled and your deposit forfeited.
6. The room will be made available, for any set-up needs, two hours prior to the event. Please inform Bridget when you plan on arriving.
7. You will be responsible for clean up and trash removal after the event. MPA staff will take care of the chairs, tables and any equipment used. Compensation to MPA will be the responsibility of the renter for any damages incurred.
8. Please send a copy of your printed invitation for our files. The location on your invitation should read "Michigan Pharmacists Association, Executive Board Room, 408 Kalamazoo Plaza, Lansing, MI 48933."

On behalf of, and as an authorized agent of the organization holding the event, I agree to abide by the policies, as stated above, regarding the use of the MPA Executive Board Room. I have read and understand the rules regarding fees and usage associated with renting the room.

Signature: _____ Date: _____