

# McAllister Museum of Aviation Meeting Room Rental Agreement

## Meeting Room Policies

The following policies are set forth for rental of meeting space at the McAllister Museum of Aviation (MMA) and Group agrees to abide by these policies.

MMA does not generally rent its facilities on an ongoing or recurring basis.

The facilities are not available on Sundays or legal holidays unless special arrangements are made.

Events that continue past 11pm will incur an extra charge of \$25 per hour and must be authorized in advance.

### Rental Procedure

- Rental fee plus clean-up deposit and late fee (if applicable) are due in full with signed Meeting Room Rental Agreement and Contract

### Room Set-up

- Any room set-up and/or decorating is the responsibility of the Group.
- All advance room set-up/decoration must be arranged with Museum personnel.

### Clean-up

- Group is responsible for the cleanliness of meeting facility. A clean-up deposit\* of \$\_\_\_\_ will be returned to the Group if meeting space is returned to its original state.
- Chairs and tables must be straightened and returned to original position.
- No used materials or trash to be left in meeting room.
- All used paper, plasticware, bottles, and cans must be placed in trash receptacles and, at end of event, taken to dumpster.
- Left over food and beverages must be placed in trash receptacles or taken away.
- MMA will provide trash bags and receptacles.

### Miscellaneous:

- No smoking or vaping in rental facility. Picnic tables in front of building are the required 25 feet away from building (per Washington state law)
- No candles (exception—candles on a birthday cake)
- **No alcohol**

\*Deposit amount depends on room rented and event circumstances.