



# AANM Facility Rental Information

As a member of AANM who is in good-standing, you are eligible for the rental of AANM facilities **at no charge**. This is a great way to hold training sessions and/or meetings. Non-Members are subject to rental fees and full payment to hold the space. Both Members/Non-Members are subject to rental policies (*see below*).

Facility rentals include coffee, use of flipcharts, dry erase board, high-speed internet, LCD projector and overhead projection. Mac users must bring proper adapters for use with the LCD projector.

	<b>Conference Room Rates</b> <i>(Occupancy up to 15)</i>	<b>Classroom Rates</b> <i>(Occupancy up to 30)</i>
<b>NON-MEMBER</b>		
Full Day	\$160	\$200
Half Day	\$85	\$125
<b>MEMBER</b>		
Full Day	No charge <i>Subject to RENTAL POLICIES</i>	No charge <i>Subject to RENTAL POLICIES</i>
Half Day	No charge <i>Subject to RENTAL POLICIES</i>	No charge <i>Subject to RENTAL POLICIES</i>

## RENTAL POLICIES

- Rental cancellation will be accepted without penalty if notification is given to AANM at least two (2) weeks in advance of the confirmed rental.
- If less than two (2) weeks cancellation notice is given, a \$35 per rental day Cancellation Fee will be assessed.
- If no cancellation notice is given before scheduled date, the full rental fee or Cancellation fee is due & payable.
- If the room and restroom are not left in original condition and clean (chair & table set up, excessive trash, stains on carpet, etc.) a cleaning fee and/or set-up fee will be charged, based on conditions, with a minimum charge of \$50. Renter agrees to remove and dispose of food trash.
- Use of any area other than the room and restroom is not included.
- Any major change in the room set up by AANM staff before or after requires a \$45 set-up/tear down fee for each occurrence.
- AANM reserves the right to assign or reassign space based on the number of attendees and/or function.
- Renter agrees to hold AANM harmless for any and all possible liability as a result of rental.
- Any training conducted during rental of AANM space cannot compete with any training that AANM currently offers, and will be handled on a case-by-case basis.
- Non-Member rentals require payment in full to confirm reservation.

## RENTAL REQUEST

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Description of meeting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Requested dates & times are subject to availability.*

DATE/DAY	TIME	ROOM REQUESTED
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby accept the RENTAL POLICIES SET FORTH.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TO REQUEST A ROOM RENTAL, PLEASE FAX OR EMAIL THIS FORM OR VISIT AANM WEBSITE.**

**Email: [info@aanm.org](mailto:info@aanm.org) Fax: 505.822.8557**