

AIAG Conference Room Rental Policies and Guidelines

Use of AIAG Conference Rooms is an AIAG Member Benefit that can be utilized once per quarter, as availability allows

Visitor badge must be worn at all times when in office space

Scheduling

Any time needed in addition to actual program time (set-up/tear-down/registration) will need to be scheduled in advance on the AIAG Meeting Agreement and Work Order form. Typical daytime reservations for all aspects of a function are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Pricing

Room prices are indicated on the AIAG Room Rental Pricing form and are subject to change to cover any increased operating costs.

Payment

Payment in full for room rentals is due upon submission of the *Meeting Contract and Work Order*.

Cancellations

All cancellations are subject to a cancellation charge of the full room rate.

Food and Beverage

AIAG does not provide catering services. All catering will be the responsibility of the Renter. Renter will provide AIAG catering information for table set-up **only**. **Alcoholic beverages are not permitted.**

Materials

AIAG will not accept any shipment of materials for meetings. Materials must be brought into the facility on the function date when a function representative is on premises and able to receive shipments. All shipments must be marked with company name, individual name, name of the function and date of the function.

Liabilities

The meeting organizer will be held liable for any and all damages to the facility by their guests or independent contractors. AIAG does not assume liability for any personal property, merchandise or equipment left on the premises.

Indemnification

Renter agrees to indemnify, defend and hold harmless Landlord and AIAG and their respective shareholders, officers, members and employees of and from any liability, or claim for damages that may be asserted against any of them because of any bodily injury, death or property damage occurring on or about or arising from the Premises.

Smoking

AIAG is a non-smoking facility. Your cooperation is appreciated.