

MAINE MUNICIPAL ASSOCIATION

60 Community Drive

Augusta, ME 04330

Tel: (207) 623-8428 or 1-800-452-8786

Fax: (207) 626-5947

MMA MEETING ROOM RESERVATION POLICY & GUIDELINES

DIRECTIONS

From the North: Take I-95 south to Exit 112, turn left off exit ramp. From the South: Take I-95 north to Exit 112A, stay to the right off exit ramp.

Follow road signs to the Augusta Civic Center taking a right onto Community Drive. MMA is located to the left and back of the Augusta Civic Center building and to the right of the University of Maine athletic fields. The Maine Municipal Association sets back at the end of the roadway. If you need assistance while traveling, please call MMA at 623-8428.

BUSINESS HOURS

The Maine Municipal Association (MMA) is open for business Monday – Friday from 8:00 a.m. – 5:00 p.m., except for holidays recognized by the State of Maine. Meeting room space is available during MMA business hours. Special arrangements may be made for after business hours or during weekends or holidays if an authorized MMA employee is in attendance **for the full meeting**. An additional charge will be incurred for meetings during non-business hours to cover additional costs related to set up and/or cleaning services.

MEETING ROOM USAGE

Due to the number of meetings and/or training workshops anticipated over the course of the year, the Maine Municipal Association has set forth the following guidelines to assist when necessary to specify the order of priority MMA will use to accommodate operational and membership needs. If a conflict or lack of meeting space should occur, MMA will adhere to the following priority guidelines:

PRIORITY	DESCRIPTION OF GROUP
1	MMA and MMEHT governance and municipal membership meetings, such as the MMA Legislative Policy Committee, will be booked at the beginning of the calendar year, when possible. Rescheduled, emergency and/or impromptu meetings will be given the highest priority.
2	MMA and Affiliate Group Training Workshops may be reserved 12 months in advance and should avoid Thursdays during the legislative session when possible.
3	Contracted MMA Affiliate Groups may request meeting room space for one Executive Board meeting per month. Reservations may be made for the year in advance of the meeting date and should avoid Thursdays during the legislative session.
4	The following groups will be given the following priority: <ul style="list-style-type: none">• Internal staff departmental meetings and/or meetings with contractual firms such as consultants, auditors, brokers, etc.;• Contracted MMA Affiliate Groups may request meeting space for additional Board and subcommittee meetings;• Non-contracted MMA Affiliate Groups may request meeting space for one meeting per month;• Municipal special-interest groups related to legislative, regulatory and/or insurance issues
5	Based on availability, special interest groups outside of MMA, that have a business related connection to the Association and/or a business related connection to an MMA employee, may reserve meeting room space one month in advance of the meeting date.

MMA reserves the right to move a previously scheduled meeting to accommodate emergency governance meetings that may occur. In the event the previously scheduled meeting needs to be relocated to another venue MMA will work with the respective party to assist in absorbing any additional cost that may be incurred.

FEES

The Maine Municipal Association reserves the right to impose a rental fee for use of the conference facility when a meeting or workshop is held. Typically a fee will be charged for workshops and meetings for which a registration fee is charged to the participants. This fee will be based upon the schedule as outlined on MMA's Meeting Room Reservation Contract and may be adjusted, when necessary, based upon the organization's cost of operations.

INSURANCE REQUIREMENTS

Any group or individual utilizing the MMA's conference facility shall hold harmless, indemnify and defend the MMA against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the group or individual related to its use or operation of the conference facility.

Additionally, upon request, the group or individual shall provide MMA with a Certificate of Insurance naming the Association as an Additional Insured. The Certificate must show evidence of the following insurance coverage:

Commercial General Liability:

\$2,000,000 general aggregate
\$1,000,000 occurrence
\$ 100,000 Fire Damage Liability
\$ 5,000 medical payments

PARKING

Parking is available for participants attending meetings and/or training workshops in the lower and upper parking lots adjacent to the MMA Office Building. Handicapped parking is available along the front of the MMA Office Building.

FOOD & BEVERAGE SERVICES

The Maine Municipal Association has an exclusive catering service. Please refer to the MMA website at www.memun.org for contact information. Parties are responsible for making their own food and beverage arrangements with the MMA caterer as well as payment for services. MMA offers filtered water stations and arrangements for coffee/tea services at a minimal fee as determined by associated costs. When completing the MMA Meeting Room Reservation Contract, please indicate how much coffee you would like to order for your meeting. No alcoholic beverages are allowed during normal business hours. If a reception is being held on the property, alcoholic beverages may be allowed with special permission by the MMA Executive Director and in conjunction with proof of liquor liability insurance coverage as deemed appropriate by the Director of MMA Risk Management Services.

SMOKING POLICY

The Maine Municipal Association is a smoke-free property.

MISCELLANEOUS

Meeting rooms are designed with state-of-art equipment to accommodate most meeting and/or training needs. Participants are asked to please seek prior approval from the MMA Office Manager before affixing materials to the walls, floors or ceilings. Temperature and climate controls are regulated by a system-wide electronic system. Please contact the MMA Office Manager for assistance with any concerns.

RESERVATIONS

To make reservations, please contact MMA at (207) 623-8428 or 1-800-452-8786 (toll-free in state) or visit the MMA website at www.memun.org, and complete the MMA Meeting Room Reservation Contract.

CANCELLATION POLICY

As a courtesy to others that may need meeting space, please provide MMA with notice as soon as you are aware that a scheduled meeting or workshop is being canceled.