



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

CONFERENCE ROOM RULES & FEE POLICY

Conference room rules apply to all users. Violations are grounds for refusal of use.

Prices apply to everyone who uses the room, unless prior arrangements are made.

PRICING

- FULL-DAY USE (5 to 8 +): \$200.00
- HALF-DAY USE (2 to 4 hours): \$100.00
- 1-HOUR SESSION: \$50.00

GENERAL RULES

Violation of these rules is grounds for refusal of use:

1. Long distance phone calls are prohibited.
2. Room capacity will not exceed 100 people.
3. **Room will be left clean and free of garbage, with tables and chairs in standard configuration.**
4. Alcoholic beverages will not be permitted.
5. Damages will be reported to the MACo administrative assistant immediately.
6. No one will park in front of garbage bin on Wednesdays. Violators will be fined.
7. After-hour use will require keys, which will be provided and will be returned.
8. Reservations are not guaranteed until 45 days or less prior to the event.
9. Cancellations will be received in writing at least three business days before the reserved date, or the full fee will be charged.
10. **Groups will bring their own cups, plates, food, beverages, coffee, napkins, etc.**

CONFERENCE ROOM CHECK-OUT CHECK LIST

- Floor is vacuumed
- All surfaces are wiped off, including chairs and ledges
- Tables and chairs are in standard configuration
- Trash is in the dumpster outside
- Kitchen is clean and all surfaces are free of dishes and supplies

OTHER INFORMATION

A phone is available in the room. Wall phone is ext. 4378, and floor phone is ext. 4676. Wireless internet is available; the password is *wifi4maco*. A cordless microphone system is available for your use. It includes a lavalier and five tabletop microphones.

The Montana Association of Counties has established fees and regulations to recover the cost of operation and maintenance of the Conference Room. The Association retains the right to collect for damages and refuse use of the conference room.

A NOTE FROM MACO STAFF

We need your help to keep our facilities clean and presentable. Please let us know if damage is done during your event. We know accidents happen and your honesty will help us keep the room neat and the cost down. Thank you!



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MACo CONFERENCE ROOM AGREEMENT

I, _____, agree to be responsible for the use of the Conference Room
(Print Name)

on _____, from _____ to _____.
(Date or dates) (Time)

I understand that these rules apply to all users and violations are grounds for refusal of use:

GENERAL RULES

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(Signature)

(Date)

(Organization)

(Phone number)

(Billing address)

The Montana Association of Counties has established fees and regulations to recover the cost of operation and maintenance of the conference room. The Association retains the right to collect for damages and determine which groups may or may not use the conference room.