



Meeting Request Form

Meeting Information

Meeting Name: _____
Organization: _____
Start Date: _____ **End Date:** _____
Start Time: _____ **End Time:** _____
Setup Start Time*: _____ **Breakdown End Time*:** _____

*Organizers will have 45 minutes of setup time and 45 minutes of breakdown time. Additional time needs to be approved by the MAA at least 48 hours prior to meeting start time. Additional charges may apply for additional setup and breakdown time.

Contact Information

Contact: _____
Email: _____ **Phone:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____

Rates

Note: These rates are applicable to weekday, daytime rentals only. The Carriage House is available for rentals for daytime events and is not available on weekends or holidays at this time.

	1 st Floor	2 nd Floor	All Space
Full Day – 8 hours	\$1,200	\$950	\$1850
Additional Hour	\$230	\$175	\$260

Room Setup Options

	1 st Floor	2 nd Floor – Room A	2 nd Floor – Room B
Theater	65	15	--
Conference	26	14	10
Reception	70	20	8
U-Shape	25	--	--
Hollow Square	33	--	--
Classroom	30	--	--
*Rounds	*50	--	--

*Currently, we do not have round table for this set-up. The renter will have sole responsibility for table rental & set-up

Length of Rental: _____ 1st Floor 2nd Floor All Space
Number of People: _____

Room Setup: _____

Please return by email (maach@maa.org) or mail (Mathematical Association of America; Attn: Carriage House; 1529 18th St NW; Washington, DC 20036)



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Audio Visual and Other Requirements

Please check all that apply. All options are included with your rental fee, unless otherwise specified below.

- | | | |
|--|--|---|
| <input type="checkbox"/> LCD Projector / Screen* | <input type="checkbox"/> PC Laptop (\$200/day) | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Mac VGA Adapter* | <input type="checkbox"/> Speaker/Conference Phone (\$100) | <input type="checkbox"/> Flip Chart (\$40 each – max 4)
Requested: _____ |
| <input type="checkbox"/> Wireless Internet Access* | <input type="checkbox"/> Handheld Mic (\$200) | <input type="checkbox"/> Wired Internet Access (\$300/day) |
| <input type="checkbox"/> Podium* - 1 st Floor Only) | <input type="checkbox"/> Podium/Wired Mic (\$200) – 1 st Floor Only | |

*Included in Room Rental

How Did You Hear About Us?

- | | |
|---|--|
| <input type="checkbox"/> MAA Website | <input type="checkbox"/> Friend / Colleague |
| <input type="checkbox"/> Unique Venues | <input type="checkbox"/> Returning Business |
| <input type="checkbox"/> Destination DC | <input type="checkbox"/> Other – Please Specify: _____ |
| <input type="checkbox"/> Search Engine | |