

MALDEF PROPERTY MANAGEMENT CORP.
Facility Reservations/Rentals Policies and Procedures

All requests for facility reservations and rentals and/or office leases should be directed to the Finance Department and/or MPMC Building Engineer. Requests by existing tenants for reservation and use of meeting rooms should be scheduled by the receptionist, approved by the CFO or Finance Manager and a copy given to MPMC's Building Engineer for filing purposes.

Facility reservations and rentals should first be scheduled with MALDEF's receptionist. Once the dates/rooms are scheduled, Finance and/or MPMC Building Engineer will negotiate and document the rental rates, equipment and supplies rates, reservation and security deposits using the MPMC rental form (revised 9/18/08). The form should be signed by the requestor and approved by the CFO and/or Finance Manager. All waivers of fees/deposits should also be noted on the MPMC form and signed by the requestor and the person authorizing the waiver. *Note: These signed forms will be used as source documents to record revenue and/ or adjust revenue based on approved waiver of fees.*

All reservations require a 10% down-payment of the total rental amount at the time of the reservation. This down-payment is non-refundable if the reservation is cancelled. Finance will prepare and furnish an invoice to the customer prior to the event including a 50% security deposit which will be refunded if no damage to property or facility occurs. The 10% reservation down-payment will be credited against the total amount due. All payments must be received no later than the day of the event. Any adjustment charges can be invoiced afterwards (cleaning fee etc.)

**MALDEF PROPERTY MANAGEMENT CORP.
FACILITIES RESERVATION FORM**

TODAY'S DATE : _____ EVENT DATE: _____ Mon Tues Wed Thurs Fri Sat Sun
 START Time : _____ AM PM END Time : _____ AM PM
 Event Name : _____ Number of Persons : _____
 Organization Name : _____
 Contact Person : _____ Telephone & Address : _____

ROOM RATES: (CHECK ALL THAT APPLY)

Rooms	Hourly	Half Day	All Day	Notes/Comments	Total
Edison Room	\$75.00	\$250.00	\$500.00		
Macy's Conference	\$60.00	\$200.00	\$400.00		
Balcony	\$55.00	\$175.00	\$350.00		
Univision	\$55.00	\$175.00	\$350.00		
Mezzanine Open Area	\$60.00	\$200.00	\$400.00		
Ground Floor Lobby	\$75.00	\$250.00	\$500.00		
				Total	

EQUIPMENT AND OTHER RATES:

QTY	Equipment / Others	Rates	Total
	Easel	\$10.00 per piece per day	
	TV / VCR / DVD	\$25.00 per piece per day	
	Slide Projector	\$25.00 per piece per day	
	Overhead Projector	\$25.00 per piece per day	
	Digital Projector	\$150.00 per piece per day	
	Wide Screen	\$25.00 per piece per day	
	Sodas	\$1.00 per can : \$1.50 per 12oz bottle	
	Coffee	\$8.00 per pot	
	Others:		
		Total	

Approved By : _____

Finance Department

Date : _____

Total Amount Due	
Less: Reservation Deposit (non-refundable if cancelled)	
Less: Security Deposit (50% of Total)	
Net Amount Due	

Note: Staff person in charge is responsible for the clean-up of rooms after the meeting or event. All coffee pots and filters are to be cleaned, tables cleared and chairs returned to their proper positions. If not cleaned, a fee of \$30.00 will be charged. Conference rooms are to be locked at the end of the meeting or event. For building requests after normal duty hours, please fill out the guard requests form. MPMC reserves the right to refuse reservation requests. Thank you.

Request Received By: _____ Date Received: _____ Tillie Received: _____