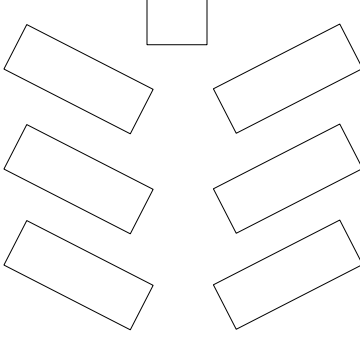
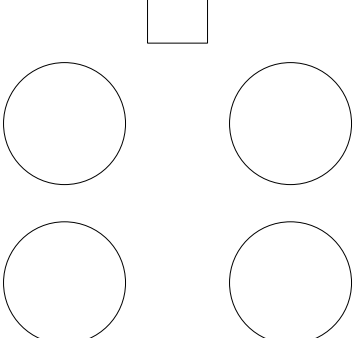
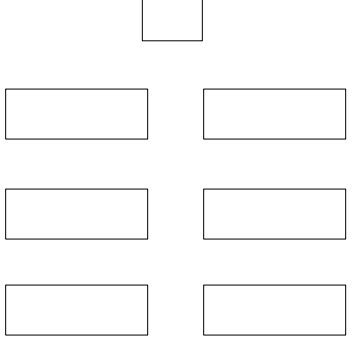
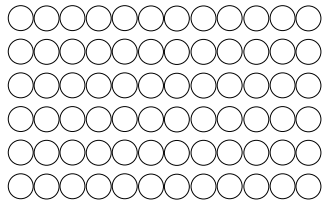


# JMAA Room Reservation Form for Business Partners

Contact Name:		Billing Name:	
Company:		Billing Contact Number:	
Event:		Billing Address:	
Contact Number:		Billing City, St., Zip	
Email Address:			
Event Date(s):			
Start Time		am	pm
End Time		am	pm

Location of Event <i>(select one)</i>	Style of the Room <i>(select one)</i>	
<input type="checkbox"/> Mezzanine - \$150/day <input type="checkbox"/> East Lobby - \$100/day <input type="checkbox"/> Community Room - \$200/day <input type="checkbox"/> Staff Conference Room - \$150/day <input type="checkbox"/> Room 563 - \$150/day	<b>Chevron</b> 	<b>Banquet</b> 
Payment & Terms		
Payment Type <i>(select one)</i>		
<input type="checkbox"/> Invoice <input type="checkbox"/> Check <input type="checkbox"/> Cash		
<b>Terms:</b> Invoice: Net 30 Days Check or Cash: Due On or Before Event Date		

Furnishing:	Quantity		
60" Round Tables		<b>Classroom</b> 	<b>Auditorium</b> 
6 foot Rectangle Tables			
White Plastic Folding Chairs			
Brown Metal Folding Chairs			
Upholstered Chairs			
Podium			
Easel			
Dry Erase Board w/ Markers			
Flip Chart w/ Paper & Markers			
Audio Visual (AV):	Quantity		
Laptop Computer			

		Fees:	Dollar Amount
50" Television		<b>Location Fee:</b> Insert Location Daily Rate	
Projector		<b>Furnishing Fee:</b> Rate of \$100/day	
Projector Screen		<b>Audio Visual Fee:</b> Rate of \$100/day	
Peavey Sound System		<b>Subtotal of Daily Fees</b>	
Power Strip		<b>Number of Rental Days</b>	
Electrical Cord		<b>Grand Total</b> (Subtotal x # of days)	

For Special Requests: email Dina Johnson at [djohnson@jmaa.com](mailto:djohnson@jmaa.com)

For JMAA Use:

Agreement			
Requestor Signature:		Date:	
Approved Signature:		Date:	

## **INTERNAL INSTRUCTIONS:**

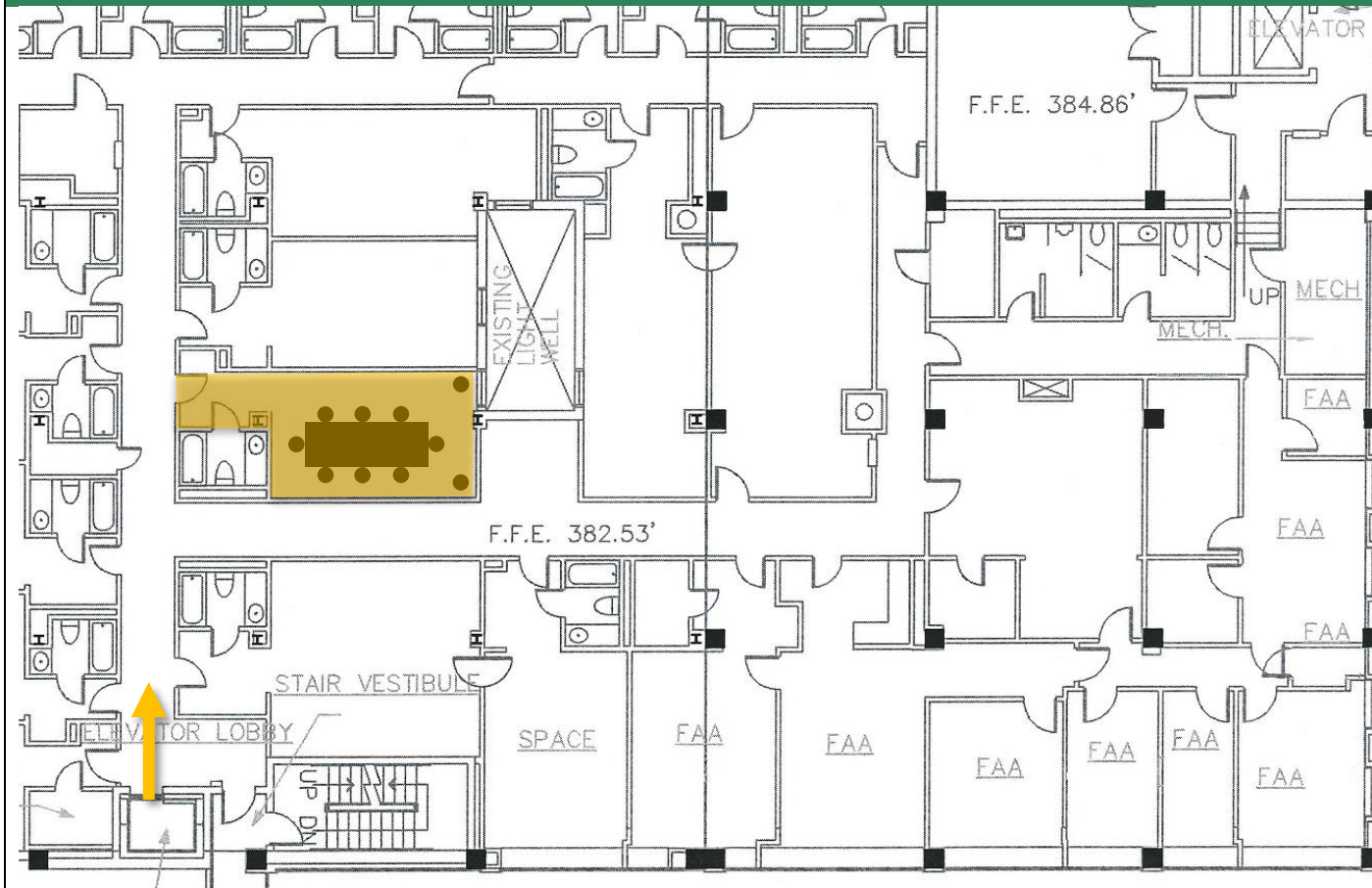
### **THE SETUP**

1. Requestor fills out the JMAA Room Setup and Checkout form
2. Requestor submits form to JMAA Receptionist no later than 3 business days before the event
3. JMAA Receptionist will verify that the form is filled out completely. If incomplete, the form will be returned to Requestor for additional information.
4. If complete, JMAA Receptionist will confirm the request by signing the approved signature line and begin coordinating the request.
5. Coordinating the request includes:
  - Booking the room and putting it on the JMAA calendar
  - Notify Departments of event setup and breakdown by providing copies of the form to them
    - Maintenance/Housekeeping (Tables /Chairs/Room Cleaning)
    - IT (Audio & Video Equipment)
6. If the form indicates that the organization is to be invoiced, then JMAA Receptionist will forward the original JMAA Room Setup and Checkout Form to the JMAA Finance Department for processing.
7. If the form indicates that the organization is paying up front by check or cash, then JMAA Receptionist coordinate with Finance so that a receipt is issued when payment is received.

### **THE BREAKDOWN**

1. After the event is over, Maintenance will put away the tables and chairs that were used for the event and return the room to its original setup.
2. IT will disconnect all Audio & Video Equipment and return them to its storage location.
3. Housekeeping will clean the room; deliver soiled linens to Messenger/Administrative Clerk; and return kitchen equipment (i.e. chaffing dishes & heating source, serving utensils, etc.) to its original storage location.
4. Housekeeping will notify Public Safety when room is clean and vacant so that they can secure the meeting location.

## Location and Amenities of Room 563



**Maximum Occupancy Space:**  
10 people

**Location:** 5<sup>th</sup> floor of the Jackson – Medgar Wiley Evers International Airport.

**Direction:** As you exit the public elevator, the room is the second door on your right.

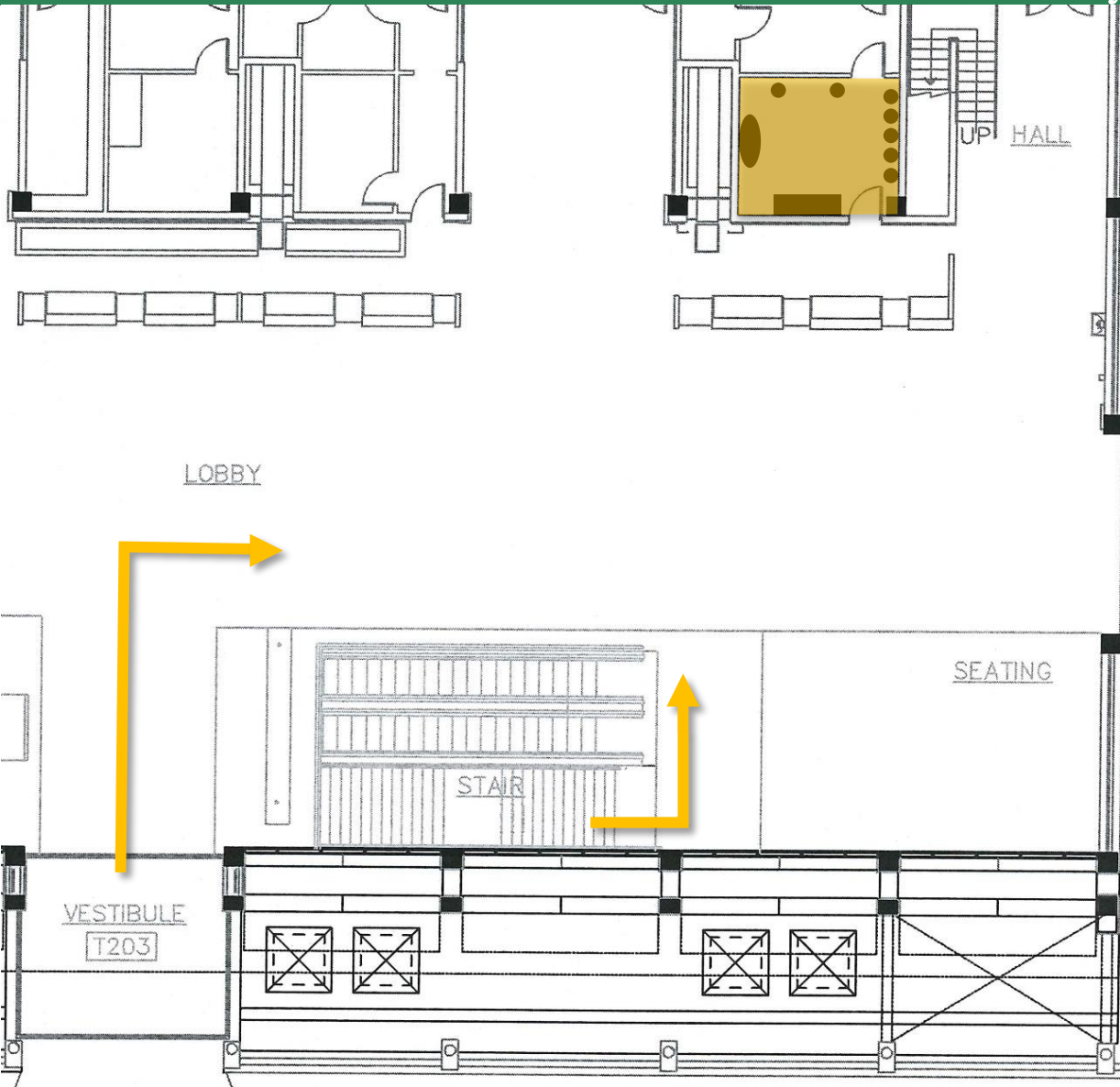
**Amenities:**

- Power Outlets
- Catering Available
- Free Wireless Internet
- Conference Table
- Chairs

**Access to Room:** 24 hours per day/ 7 days per week.

**Room setup:** No changes will be made.

## Location and Amenities of East Lobby



**Maximum Occupancy Space:** 8 people

**Location:** 2<sup>nd</sup> floor of the Jackson – Medgar Wiley Evers International Airport.

**Direction:** This room is located behind the closest ticket counter to our East Concourse.

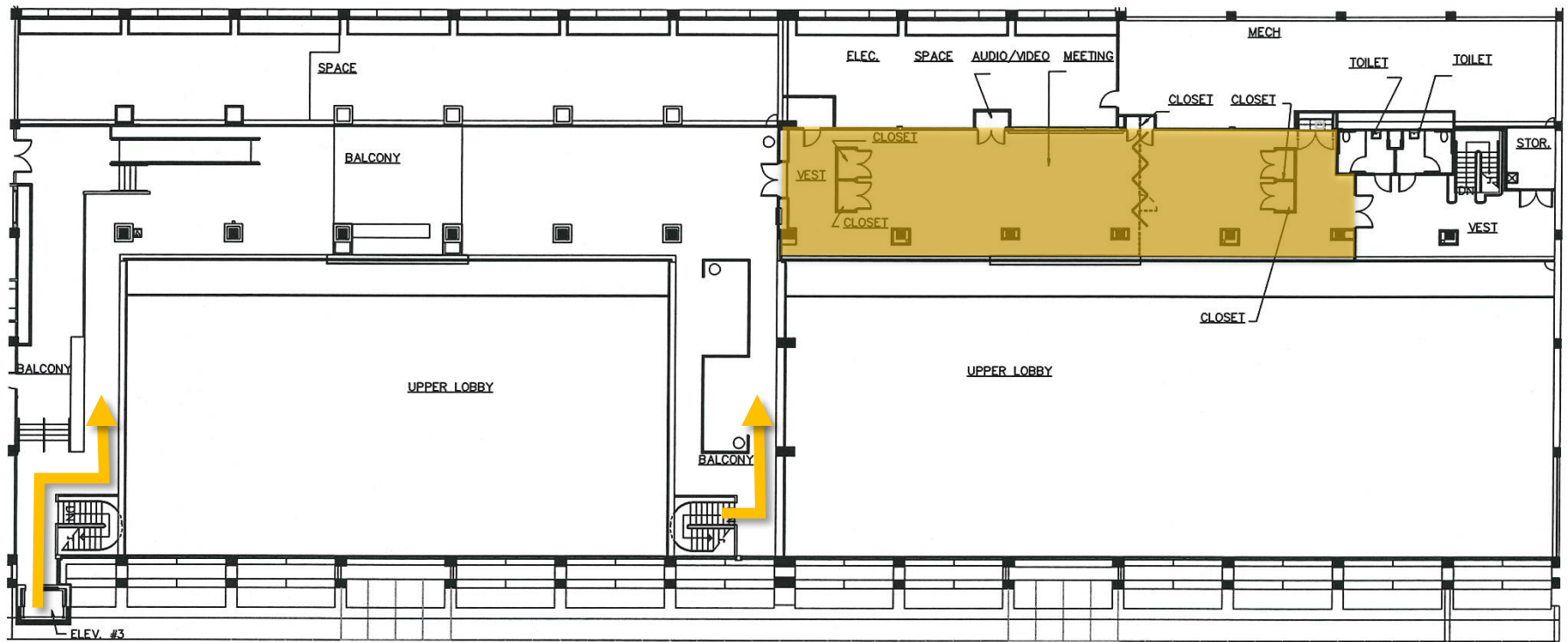
**Amenities:**

- Coffee Maker
- Small Couch
- Chairs
- Mini Fridge
- Power Outlets
- Catering Available
- Free Wireless Internet

**Access to Room:** 24 hours per day/ 7 days per week.

**Room setup:** No changes will be made.

## Location and Amenities of Community Room



**Maximum Occupancy Space:** 90 people

**Location:** 3rd floor of the Jackson – Medgar Wiley Evers International Airport.

**Access to Room:** 24 hours per day/ 7 days per week.

**Room setup:** Customizable

**Recommended reservation:** Request must be received 30 days prior to event.

**Amenities:**

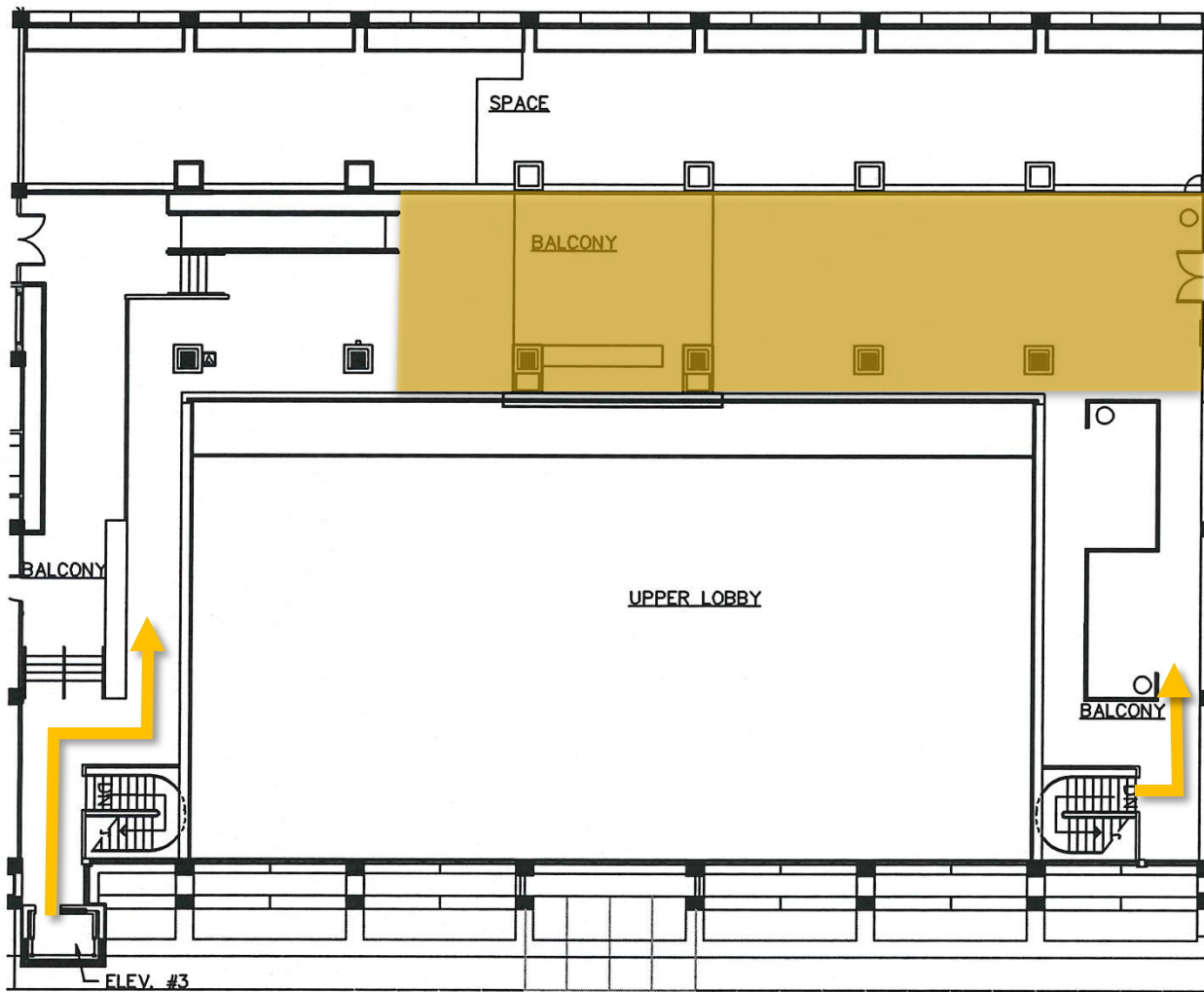
- Coffee Maker
- Wet Sink
- Ice Maker
- Mini Fridge
- Soft Wall – can be split into 2 rooms for breakout sessions
- Power Outlets
- Built in Audio/Video equipment
- Limited Catering – submit request with room reservation for approval
- Free Wireless Internet

**Maximum Setup:**

- 10 round tables with 6 chairs per
- 15 rectangle tables with 6 chairs per
- 18 rows of 5 chairs



## Location and Amenities of Mezzanine



**Maximum Occupancy Space:** 90 people

**Location:** 3rd floor of the Jackson – Medgar Wiley Evers International Airport.

**Access to Room:** 24 hours per day/ 7 days per week.

**Room setup:** Customizable

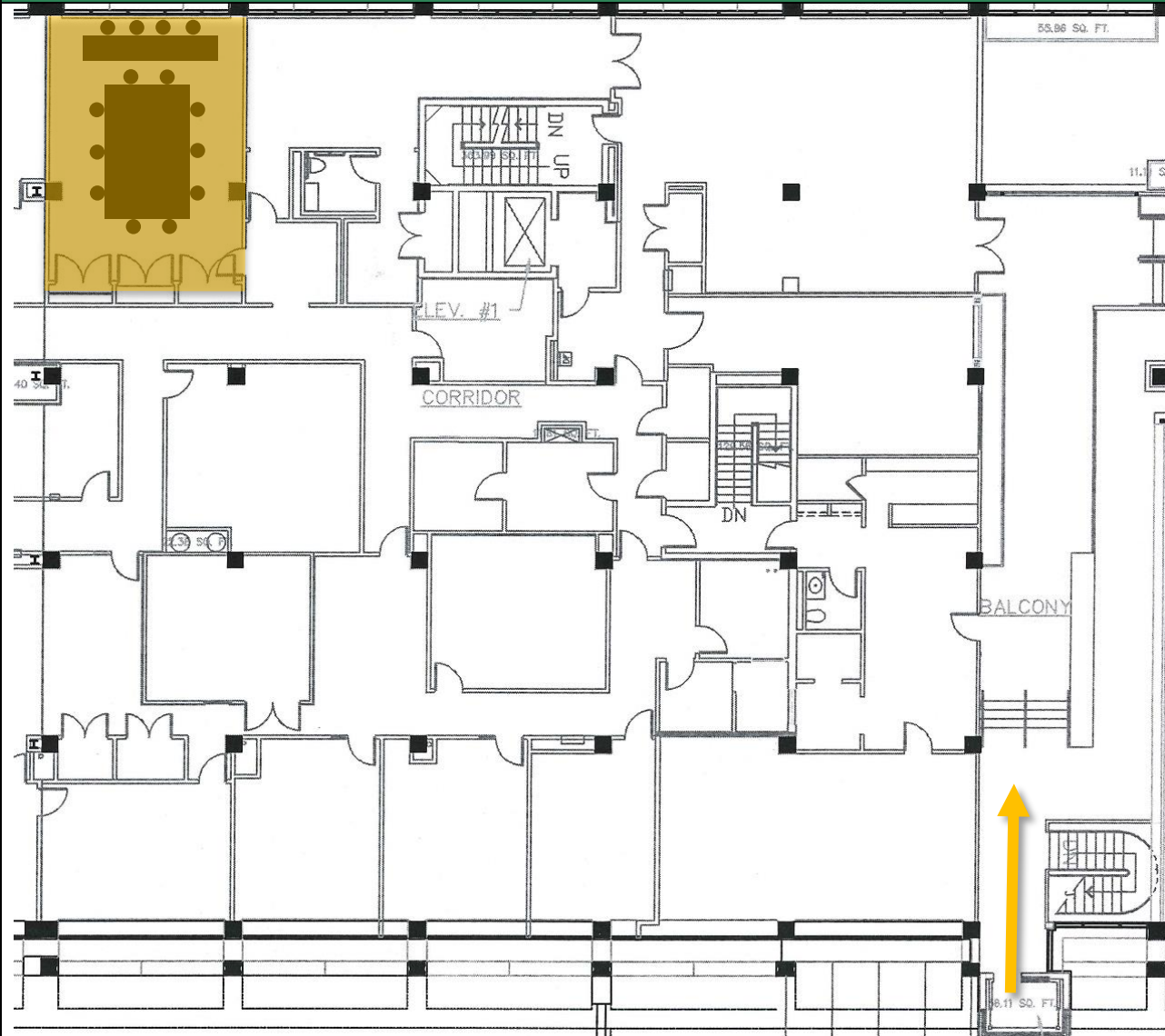
**Amenities:**

- Service Bar – Dry
- Power Outlets
- Water Fountain
- Free Wireless Internet
- Catering Available

**Maximum Setup:**

- 10 round tables with 6 chairs per
- 15 rectangle tables with 6 chairs per
- 10 rows of 6 chairs

## Location and Amenities of Staff Conference Room



**Maximum Occupancy Space:** 26 people

**Location:** 3rd floor of the Jackson – Medgar Wiley Evers International Airport.

**Direction:** This room is located within the JMAA Administrative Offices.

**Amenities:**

- 70" television/monitor
- Computer Access
- Telephone
- Power Outlets
- Catering Acceptable
- Free Wireless Internet

**Access to Room:** 8:00 am until 5:00 pm; Monday through Friday.

**Room setup:** No changes will be made.