



MBA MEMBER CENTER CONFERENCE ROOMS GUIDELINES

THE MBA OFFERS TWO SMALL MEETING ROOMS FOR OUR MEMBERS FREE OF CHARGE. THESE ROOMS, LOCATED IN THE MEMBER CENTER, ARE PERFECT FOR SIMPLE GATHERINGS OF UP TO EIGHT PEOPLE. TO CHECK AVAILABILITY OR TO RESERVE ONE OF THESE ROOMS, PLEASE CONTACT THE RECEPTIONIST AT 425.451.7920.

- Conference rooms must be vacated by 4:45 p.m.
- Notice of cancellation or change should be made to the receptionist as soon as possible. If a group fails to appear within 30 minutes of its scheduled start time and does not contact the receptionist, that reservation will be considered canceled.
- Furniture is not to be rearranged without prior consent; if it is rearranged, it should be returned to the original arrangement at the end of the meeting by meeting participants.
- Furniture from the main area of the Member Center may not be brought into meeting rooms.
- Attendance at meetings will be limited to eight in the South Member Center and four in the North Member Center.
- Food and drink, such as boxed lunches or snacks, may be consumed in the conference rooms; however, chafing dishes are not allowed.
- Meeting participants are responsible for cleaning up the room and removing all trash after the meeting.

For larger meetings or those requiring catering or AV equipment, please contact our Events team at 425.451.7920 to discuss rentals of one of our other meeting rooms, banquet rooms, or classrooms. Ask about our special discounted rates for MBA members.