MAA Carriage House
Modern Meetings in a Unique Setting
at the Mathematical Association of America

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 30 minutes of setup time and 30 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.

	1st Floor	2nd Floor	All Space
Half Day – 4 hours	$800	$530	$930
Full Day – 8 hours	$1,060	$800	$1,500
Additional Hour	$230	$175	$260

Room Setup Options

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

Length of Rental: ☐ Half Day ☐ Full Day

Space: ☐ 1st Floor ☐ 2nd Floor ☐ All Space

Room Setup: _____

Additional Hour(s): ☐ 0 ☐ 1 ☐ 2 ☐ 3

Number of People: _____

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.

☐ Podium (1st Floor only)
☐ LCD Projector / Screen
☐ Mac VGA Adapter
☐ Laptop - PC ($100/day)
☐ Polycom Phone ($50)
☐ Wireless Internet Access
☐ Easel
☐ Flip Chart ($40 each – max 4)
Requested: _____

How Did You Hear About Us?

☐ MAA Website
☐ Unique Venues
☐ Search Engine
☐ Friend / Colleague
☐ Returning Business
☐ Other – Please Specify: _____

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