



3326 DURHAM CHAPEL HILL BLVD, SUITE C120 | DURHAM, NC 27707
984.888.0141
www.mmedugroup.org

RESERVATION PROCEDURES

1. M&M reserves the right to deny any application.
2. A request must be made at least 14 days prior to the requested date.
3. Once a request is made for use of a facility, a 7-day hold will be placed on the proposed date(s) of use. On or before the 7th day, M&M must receive the required security deposit. If payment is not received, the date will be reopened to the public without notice to the requesting parties.
4. All other payments along with the rental application are due no later than 7 days prior to the requested date. If payment is not received by that date, the rental will be cancelled and the deposit and any fees paid will be retained. Accepted forms of payment: paypal, cashier's check, money order or cash. No personal checks accepted.
5. Renters may change application for permit information (i.e. times, estimated attendance, etc.) at least 7 days prior to requested date; otherwise, information provided on the application for permit will become binding; and must be accurate.
6. Renters must provide accurate contact information including: address and a day-of contact phone number.
7. All fees and deposit will not be refunded for cancellations made less than 7 days prior to rental.
8. All tables, chairs and any other equipment/furniture used during time of rental must be returned in the order and condition they were in prior to arrival.
9. Renters and all attendees must be at least 21 years of age.
10. You may not charge admission/sell tickets to the meeting/event while renting the space.
11. Renter may not sublet the space to another group or individual.
12. No alcohol, tobacco, or similar substances may brought to/consumed in the office space.
13. Renter must have a valid State ID (a copy will be made when submitting the application).



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FEES and CHARGES

Security Deposit \$50

RENTAL FEES:

Saturday and Sunday (per hour, min. of 2 hours, max. of 6 hours) CR: \$25 NCR: \$30

ADDITIONAL FEES:

Use of Projector: \$20

Food Fee \$25

OFFICE AMENITIES:

6-foot table (2)

Chairs (8)

Coffee Machine

Restroom

Complimentary WiFi

BUILDING CAPACITY

6-8 people (with tables and chairs)

10-15 people (without tables and chairs)

VIEWING SCHEDULE

By appointment only

PARKING

There are 3 main parking lots near the facility (lower, mid and upper levels)

FREQUENTLY ASKED QUESTIONS

Q: When will I receive a key for the building?

A: The office will be opened and closed by an office attendant. The attendant will stay on site to assist you with any issues or concerns that may arise.

Q: May I extend the hours listed in the agreement?

A: No, the hours listed in the agreement will stand, and an extension will not be granted the day of renting.

Q: What happens if something in the office is damaged during my rental period?

A: If you or anyone from your party are responsible for the damage, your security deposit will not be refunded. If the value of the damaged item exceeds the amount of the security deposit, the amount in excess of the security deposit must be paid by the renter within 7 days of the rental period.