

Maine Principals' Association
50 Industrial Drive, PO Box 2468
Augusta, ME 04338-2468
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Conference Center Rental Fees – NON PROFIT

Room	Capacity	Rates without Lunch Meal Catering	Rates with Lunch Meal Catering
Conference Room A	Classroom 40 Theater 50	Full Day \$175	Full Day \$140
Conference Room B	Classroom 30 Theater 40	Full Day \$140	Full Day \$112
Conference Room C	Classroom 30 Theater 40	Full Day \$140	Full Day \$112
Conference Rooms A/B/C	Classroom 100 Theater 130	Full Day \$350	Full Day \$300
Conference Rooms A/B/C/D/E	Classroom 100 Theater 130	Full Day \$525	Full Day \$435
Meeting Room D	Rectangle 12	Full Day \$100	Full Day \$80
Meeting Room E	Rectangle 12	Full Day \$100	Full Day \$80
Lobby (If used as exhibit space)		\$30	\$30

Rental Rates: Rates are per day. No half day rates are available. A \$20 per hour surcharge will apply beyond eight hours of use per day.

Overnight Facility: Groups using our facility are eligible for a discounted sleeping room rate at a hotel within one to four miles of the MPA Meeting Center.

Confirmation Policy: Outside Party will receive written confirmation within seven (7) business days upon MPA receipt of completed Reservation Form and required deposit of \$100.

Cancellation Policy: If function is canceled within twenty-one (21) days of the event, full Room Rates and Food Costs will be charged. (Functions canceled more than twenty-one (21) calendar days prior to the Function will be subject to payment of expenses incurred by the MPA and the ability of MPA to re-book the facility on the dates canceled.