

Upper State Apartment Association

Room Rental Information



- **Conference Room – \$99 Rental Fee Full Day / \$49 Half Day (less than 4 hours)**

This is a **conference** style setting for small groups. For comfort and noise level ONLY 4 or less attendees are allowed for room rental.

When renting Conference Room, attendees may use USAA's front entrance.

- Rental Includes: Conference style set up, large screen TV for presentation display, wireless internet, and kitchen access (all food, drinks and paper products need to be provided by renter)

- **Education Center -- \$149 Rental Fee Full Day / \$79 Half Day (less than 4 hours)**

This is a **classroom** style setting to house large groups. You may comfortably accommodate up to 40 attendees. When renting Education Center please have all attendees use Education Center Entrance located past elevators, right at hall, past restrooms. Please DO NOT use USAA's main entrance as our main doors remained locked.

- Rental Includes: Classroom style set up for approximately 50 attendees, 2 large screen TV's for presentation display, dry erase board, wireless internet, and kitchen access (all food, drinks and paper products need to be provided by renter).

Requested Room (Conference or Education Center): _____

Company Name: _____ Approximate Attendee Count: _____

Company Representative: _____ Email: _____

Phone Number: _____ Date(s) needed: _____ Time needed: _____ - _____

Email invoice to: _____ Signature: _____ Date _____

Special Requests: _____

Please complete information above and return to andrea@upperstate.org.



INFORMATION FOR YOU

USAA is pleased to offer room rentals for your meeting needs.

From one-on-one sessions to company conferences, we can accommodate. Please understand, while your sessions are being conducted our offices remain open. To assist with an efficient rental, please communicate these housekeeping suggestions to your attendees.

- **WiFi:** USERNAME: UpperState PASSWORD: USAA0200 (all caps)
- **Restrooms** are located in the main hallway, not inside our office.
 - **From Conference Room**, exit office entrance, go right past elevators and another right. Restrooms are on the right.
 - **From Education Center**, exit room entrance and go left. Restrooms are up the hall, on the left.
- **Smoking** – The only smoking area around the building is in the gazebo on the backside of the building. E Cigarettes and Vaping is NOT allowed in USAA offices.
- **Food & Drinks** – Please plan to have food, drinks, water, coffee, silverware/plates/cups, etc. brought in for your rental. These items are not included in your room rental. Please have someone communicating with any delivery persons and understand you are responsible for disposing of leftovers.
- **Temperature** – Office temperatures are regulated to accommodate everyone and are preset. If you are typically cold, we suggest bringing a sweater.
- **Housekeeping** – You may rearrange the room to your liking and may bring in additional equipment of your choosing. Please return room to original set up after you are done. Please place all trash in containers. If containers are full, please use a different can or trash bag.

*Use of USAA's Education Center is primarily for members. Upon staff approval, non-members will be required to pay a \$200 *REFUNDABLE* deposit. The day after the event, the room will be inspected for possible damages. If loss or damage is evident, the deposit will not be refunded; otherwise, it will be returned in full.