



## ANNUAL CONFERENCE HOSPITALITY ROOM POLICY

A Hospitality Room will be offered at the Annual MMTA Fall Conference and hosted by Associate Members to support continued networking and positive social interactions of its members.

The Hospitality Room will be open on Sunday, Monday and/or Tuesday with the starting time for each evening based on the scheduled training and activities of the conference. The room will close each evening at 11:30 p.m. or earlier depending on facility's quiet hours. Associate hosts are not allowed to change the hours without the approval of the Conference Chair.

The Associate Director and/or the Associate Liaison will serve as the Associate lead to arrange for and staff the hospitality room, including purchasing and stocking all necessary items for the room, including but not limited to snacks, non-alcoholic beverages, beer and wine coolers (cans or bottles only), ice, paper products, etc. Liquor is prohibited. If the Hospitality Room is in an area of the venue where food and beverages are required to be supplied by the venue, the Association Manager will coordinate the specifics with the Conference Chair and Associate Director/Liaison.

The expense budget shall be set annually based on two nights of activities for the Hospitality Room, the board may modify the budget when necessary. The Associate leadership will coordinate with the Association Manager to pay for or be reimbursed for expenses; as with all expenses, an Expense Requisition Form and corresponding receipts shall be provided.

*Adopted by the Board of Directors June 12, 2019.*

*Reviewed and updated by the Board of Directors May 21, 2023.*